



InterHEI

The interdisciplinary HEI Entrepreneurship Fostering Program

Train the Trainer

Terms and Conditions – Train the Trainer on New Product Development Labs

March 2023

Organised by the University of Warsaw

www.interhei.eu

Coordinated by



1





CONTENTS

1. Overview of the Train the Trainer	3
2. Eligible Participants	3
3. Admissions and Funding Terms	3
4. GDPR and Liabilities	5
5. Key Dates	5
6. Contact	6

Coordinated by



2



1. Overview of the Train the Trainer

Train the Trainer is a **capability-building** programme and consists of **two training programmes**:

In the first programme (Train the Trainer on Research Infrastructure Commercialization Academy), it provides training to academic and non-academic staff (HEIs key personnel) on how capacity building among academic and non-academic staff of HEIs (e.g. scientist, manager/director, specialist/technician, researcher, research assistant, commercialisation specialist, IP specialist, etc.) involved in management and commercialisation of research infrastructures relevant to contemporary food and health systems by using best commercialisation practices, tools and techniques, enabling them to boost the use of such infrastructure for industrially-oriented research, contract R&D, entrepreneurial activities of start-ups and spin-offs and cross-border collaboration.

In the second program (Train the Trainer on *New Product Development Labs*), it provides training to academic and non-academic staff (key personnel) on leveraging scientific organisations accumulated scientific knowledge for co-creation with stakeholders through the use of gamification elements to stimulate ideation/concept development by consumers/patients participating in the process. NPD Labs focused on ideation/development of new food and beverage products, dietary supplements, nutraceuticals, OTC drugs, and customisation of pharmaceutical products (incl. changes to drug delivery pathways, packaging, and product sensory dimensions).

Train the Trainer programme on New Product Development Labs is delivered by **University of Warsaw**.

2. Eligible Participants

Train the Trainer programme on New Product Development Labs is focused on supporting **academic and non-academic staff** (key personnel) who, after being trained on the NPD Labs's training handbook and methodology, will train and support other academic and non-academic staff of scientific organisation by locally implementation and delivery of New Product Development Labs.

3. Admissions and Funding Terms

Admissions

The programme aims at academic and non-academic staff of scientific organisations (universities and research institutes).

Coordinated by



RawMaterials
Connecting matters



Climate-KIC



Digital



Food



Health



InnoEnergy



Manufacturing



UrbanMobility



Funded by the
European Union

The ideal application for Train the Trainer programme on New Product Development Labs should:

1. Be working as an academic or non-academic staff at one of scientific organisations member of InterHEI consortium.
2. The applicant accepts the Train the Trainer programme terms and conditions.

Priority will be given to applicants with previous experiences as a mentor, coordinator or facilitator of co-creation workshops, aspirations for commitment as a coordinator/facilitator to InterHEI initiatives, particularly New Product Development Labs, and relevant background in one of the following topics: product development, co-creation workshops, design thinking, innovation management, business development, etc.

All workshops will be provided only in **English**. Therefore at least a working knowledge of this language is required.

Please note that we expect active, consistent engagement in Train the Trainer programme on New Product Development Labs – this requires a virtual (online) presence from the participants on all days of online training sessions followed by teamwork activities and assignments.

To join the training programme, the applicant needs to fill in the application form.

Applications will be assessed by an expert committee, with regard to formal criteria such as the scientific organisation eligibility, being an academic or non-academic staff in of scientific organisations member of InterHEI consortium at the time of application, command of English, acceptance of terms and conditions, and answers to questions related to technical criteria (previous experiences as a mentor, coordinator or facilitator of co-creation workshops, aspirations for commitment as a coordinator/facilitator to InterHEI initiatives, particularly New Product Development Labs, and relevant background in one of the following topics: product development, co-creation workshops, design thinking, innovation management, business development, etc.).

Formal criteria will be assessed on a two-point scale (1 – fulfilled, 0 – not fulfilled) while technical criteria on a three-point scale (0 – below expectations, 1 – good, 2 – very good).

Funding terms

Participants do not pay tuition fees.

Coordinated by



RawMaterials
Connecting matters



Climate-KIC



InnoEnergy



Digital



Manufacturing



Food



UrbanMobility



Health



Funded by the
European Union

4. GDPR and Liabilities

Train the Trainer programme will focus on public dissemination of knowledge that could further be reused within the team's organisation or country. Nevertheless, during one-on-one interactions or teamwork, participants may gain insights into specific practices or circumstances shared by other participants or organisers of Train the Trainer programme. If the specific knowledge item is classified as non-public/confidential, the organisers will respect its confidentiality after the programme's end.

The participant acknowledges that the organisers of Train the Trainer programme will have the right to use their image and public testimonials made during or after the programme in their communication activities (e.g., information delivered via social media).

The organisers of Train the Trainer programme on New Product Development Labs are not responsible for:

- The participant's personal and health insurance during the programme's online activities.
- Other damages, losses, liability or injury arising out of or in any way connected with the activities carried out in the Train the Trainer programme.

Should the participant accept a place in the Train the Trainer program on New Product Development Labs and fail thereafter to attend and fully participate in the activities, they agree to be responsible for any upcoming costs. This excludes cases of force majeure or illness, which will be reviewed by the Train the Trainer programme organisers on a case-by-case basis.

The applications submitted to Train the Trainer programme on New product Development Labs are handled under confidentiality, which extends to reviewers and other persons processing the applications on behalf of HEI Initiative/EIT Food and its partners.

Train the Trainer programme participants retain the ownership of their intellectual property rights generated during Train the Trainer programme on New Product Development Labs.

5. Key Dates

Applications are open from **17th of March** till the **4th of April, 2023** for applicants. The organisers can extend the application deadline at their discretion.

Train the Trainer programme on New Product Development Labs will be held online on the following dates:

Coordinated by



RawMaterials
Connecting matters



Climate-KIC



Digital



Food



Health



InnoEnergy



Manufacturing



UrbanMobility



Funded by the
European Union



- 8th May 2023 (Monday) 4:00 – 7:00 p.m. CET,
- 10th May 2023 (Wednesday) 4:00 – 6:00 p.m. CET,
- 17th May 2023 (Wednesday) 4:00 – 6:00 p.m. CET,
- 22th May 2023 (Monday) 4:00 – 7:00 p.m. CET.

6. Contact

Train the Trainer

University of Warsaw

Programme Manager

Małgorzata Styśko-Kunkowska, Ph.D.

mstysko@psych.uw.edu.pl

You may also talk about InterHEI with the Faculty of Management of the University of Warsaw (consortium lead partner), Piotr Nawrocki (pnawrocki@wz.uw.edu.pl) or HEI Initiative with the office of the European Institute of Innovation & Technology (EIT) Food, Laura Borge del Rey (laura.borge@eitfood.eu)

You can read about the European Institute of Innovation and Technology (EIT) here: www.eit.europa.eu, EIT Food here: www.eitfood.eu, HEI Initiative www.eit-hei.eu and about InterHEI project here: <https://www.interhei.eu>

Coordinated by



RawMaterials
Connecting matters



Climate-KIC



Digital



Food



Health



InnoEnergy



Manufacturing



UrbanMobility



Funded by the
European Union