

H2020-INFRADEV-2017-1

Addendum to Deliverable **D11.1 "Communication and** **dissemination plan":** **Simplified procedure**

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14/08/2018

Dissemination Level	
Public	<input checked="" type="checkbox"/>
Restricted to other programme participants (including the Commission Services)	<input type="checkbox"/>
Restricted to a group specified by the consortium (including the Commission Services)	<input type="checkbox"/>
Confidential, only for members of the consortium (including the Commission services)	<input type="checkbox"/>

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01/01/2018

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Project Coordinator
**Consorzio per Valutazioni Biologiche e
Farmacologiche**

Reference WP
**WP 11 – Communication, networking and patients’
involvement**

Reference Activity
Task 11.1 – Communication and Dissemination Plan

Beneficiary in charge
**Consorzio per Valutazioni Biologiche e Farmacologiche
(CVBF)**

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2 Executive Summary

The communication and dissemination plan submitted as Deliverable D11.1 to the European Commission includes a publications policy aimed to define the criteria for the project authorship and the internal procedure for publications review (see paragraph 6).

As the majority of the project activities and results are being presented through posters and abstracts submission, it was discussed the need to foresee a “simplified procedure” for preparing and submitting ID-EPTRI abstracts and posters as well presentations to scientific events. The document will be considered as internal consortium document, related to the deliverable D11.1.

The “simplified procedure” defines the procedure for preparing, reviewing, submitting and maximizing diffusion of all dissemination materials, including abstracts, poster presentations and reports at scientific congresses, etc.) produced in the context of the ID-EPTRI project, taking into account that only results published in scientific publications can be further disseminated.

3 Fields of application

This procedure applies to all oral presentations, reports, posters, abstracts, journal articles, newspaper interviews or any other public dissemination of results based on the activities undertaken under the auspices of the ID-EPTRI project.

4 Simplified procedure

4.1 Acknowledgement

According to European Commission’s duty to acknowledge the EC contribution, all publications should include the following EU acknowledgement: ***“The research leading to these results has received funding from the European Union’s Horizon 2020 programme under Grant Agreement No. 777554”***.

Any communication activity related to the project (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must include the following phrase referring to the EU funding: ***“This Project has received funding from the European Union’s Horizon 2020 programme under Grant Agreement No. 777554”*** and display the EU emblem and the ID-EPTRI logo, available in [Teamwork](#), the internal password-protected area of the ID-EPTRI website.

When displayed together with another logo, the EU emblem must have appropriate prominence. For the purposes of their obligations under Article 28.4 of the Grant Agreement, the beneficiaries may use the EU emblem without first obtaining approval from the Commission.

Some communication formats (e.g. short communications in peer reviewed scientific journals) may not allow the inclusion of logos. In these cases, the acknowledgement phrase will suffice.

All presentations at external events (speeches, conferences, poster sessions, etc.) have to be acknowledged always on behalf of the ID-EPTRI Consortium, displayed the ID-EPTRI logo together with the EU emblem. Any dissemination of results must indicate that it reflects only the author’s view and that the Commission is not responsible for any use that may be made of the information it contains.

In order to raise the Project’s profile and create awareness, the Coordinator encourages the inclusion of a reference to ID-EPTRI in all publications from ID-EPTRI partners, derived from the work done in ID-EPTRI:

"X, Y and Z (authors) are members of the European Paediatric Translational Research Infrastructure (ID-EPTRI) Project. ID-EPTRI has received funding from the European Union's Horizon 2020 programme under grant agreement No. 777554".

4.2 Simplified procedure for review

All dissemination activities as well as participation in external events have to be communicated in advance to the Project Coordinator (PC) and the WP11 Leader, in order to monitor and keep track of them.

The recommended internal review process, as depicted in Figure 1 below, is:

1. The Proposer, on behalf of all the Authors, sends the first full draft (abstract, presentation, poster, etc.) as well as detailed information of the activity or event (e.g., place of presentation, audience, target, newspaper) to the Project Coordinator supported by the PMT (by sending an email to pmt@eptri.eu) and the WP11 Leader supported by the communication team (by sending an email to communication@eptri.eu) **within 2 weeks from the deadline**;
2. PC and WP11 Leader evaluate the first full draft and circulate it to the concerned WP leaders and co-leaders or any other interested partners, if necessary. The Steering Committee (SC) could also be involved, if deemed necessary;
3. All the involved parties have **1 week to raise objections**;
4. After receiving feedback, the proposer implements comments, solves objections and submits the approved full draft to editor/meeting organiser as appropriate.
5. The proposer sends a copy of the submitted full draft to the PMT and the communication team for archiving.
6. WP11 Leader supported by the communication team sends the final version to the SC or to the all Consortium for information.

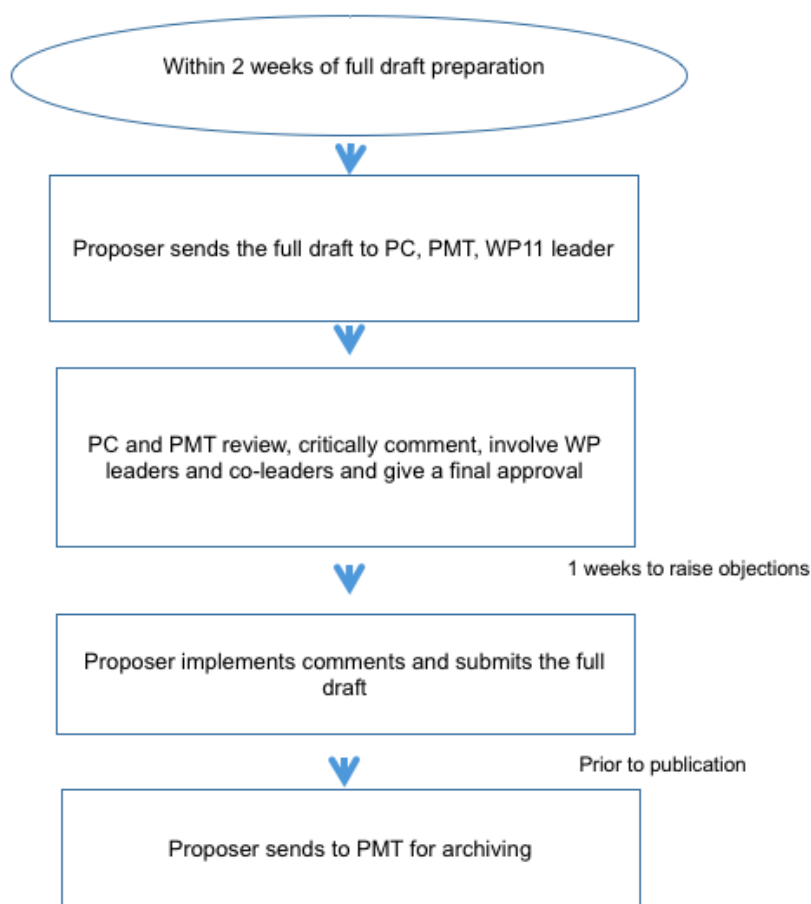


Figure 1 Simplified procedure review process

5 Document History

Date	Author	Changes
03/07/2018	M. Lupo	First draft
10/07/2018	D. Bonifazi	Comments and revision



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