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D6.1: Internal and main external communication channels

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Status	
Draft	
Final	X

Type	
R	Document, report X
DEM	Demonstrator, pilot, prototype
DEC	Websites, patent filling, videos, etc.
OTHER	

Dissemination Level	
PU	Public X
CO	Confidential, only for members of the consortium (including the Commission Services)

Revision History		
Date	Lead Author(s)	Comments
20/11/2018	CSGI	Draft version_v1
26/11/2018	CSGI	Draft version_v2
28/11/2018	CSGI	Draft version_v3
30/11/2018	CSGI	Final version

Essential glossary	
Acronym	Meaning
IPPR	Internal Project Progress Report

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TABLE OF CONTENTS

1. INTRODUCTION	5
1.1 OBJECTIVES OF THE DELIVERABLE	5
1.3 GOVERNANCE STRUCTURE AND COMMUNICATION FLOW	5
2. MAIN INTERNAL COMMUNICATION CHANNELS	6
2.1 TELEMATIC CHANNELS	6
2.2 FACE TO FACE MEETINGS	7
3. MAIN EXTERNAL COMMUNICATION CHANNELS	9
3.1 EVFOUNDRY PROJECT WEB PAGE	9
3.2 COMMUNICATION WITH EUROPEAN COMMISSION: REPORTING PERIODS	9
3.3 DISSEMINATION, COMMUNICATION AND OPEN ACCESS	9

LIST OF FIGURES

Figure 1: Governance structure

Figure 2: Deliverable flow scheme

Figure 3: Internal Project Progress Report (IPPR) template.

Figure 4: Participants to the evFOUNDRY Kick of Meeting (September 12th-13th, 2018, Florence).

Figure 5: Flyer of the workshop “Extracellular Vesicles, a breakthrough in precision medicine and nanotechnology” (September 12th, Florence).

1. INTRODUCTION

1.1 OBJECTIVES OF THE DELIVERABLE

This deliverable has as a main objective to document the different kind of communication channels of the project, both internal and external, with the intention to clarify information treatment, implementing and evaluating the communication flow in the project and thus avoiding problems that could come up as a result of a lack of communication among the partners. It has been built with the belief that the collection and organization of communication of data are an integral and critical part of the research process, and that its analysis and control will assist researchers with discovering answers to their research questions and hypotheses.

1.2 GOVERNANCE STRUCTURE AND COMMUNICATION FLOW

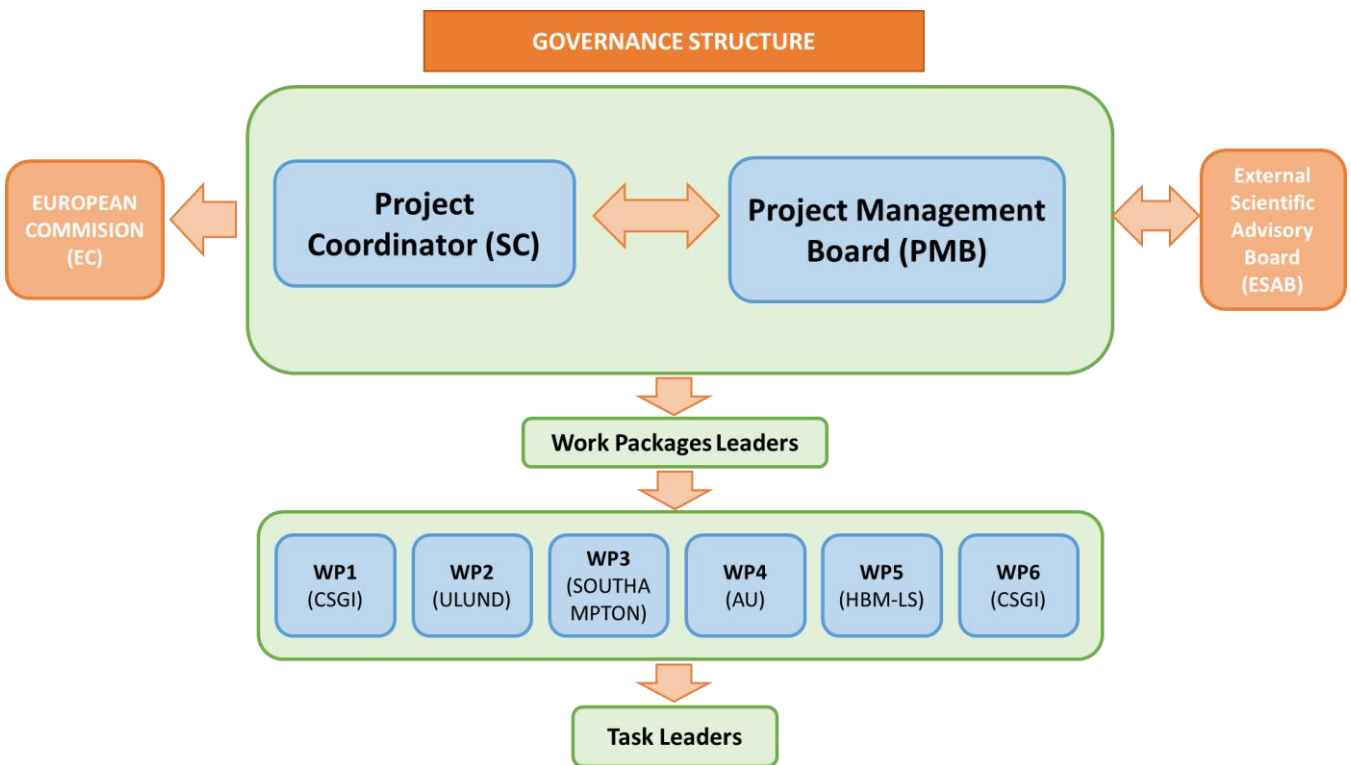


Figure 1. Governance structure

The governance of evFOUNDRY – summarized in Figure 1 – is set to implement internal and external communication channels in the sense that favor communication flow between internal and external agents. This structure, not only guarantees a strict control of the quality of the project, but is also a valuable indicator of the communication flow direction and activity.

On the other hand, internal communication flow also favors the progress of the project. A clear example of that is the deliverable quality control that each deliverable goes through before being sent to the European Commission (EU).

Deliverable reporting will start to be produced by the Lead of Deliverable **at least 6 weeks before the delivery due date**. This will allow enough time for the report to be circulated and revised (with the necessary feedback and reiterations) by all the agents who participate to the deliverable flow (Lead of Deliverable, Work Package Leader and Project Coordinator) and to be properly prepared for submission to the EU. The deliverable flow is represented and summarized in Figure 2.

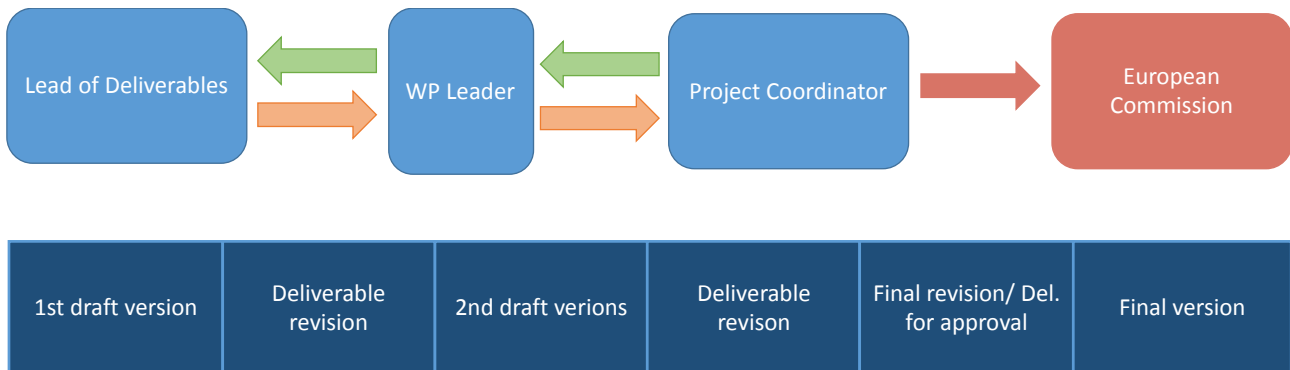


Figure 2: Deliverable flow scheme.

2. MAIN INTERNAL COMMUNICATION CHANNELS

evFOUNDRY establishes both telematic and on person communication channels among partners.

2.1. TELEMATIC CHANNELS

Daily communications and document exchange

The mailing list of the contact people involved in evFOUNDRY project from each partner, was compiled during the evFOUNDRY kick off meeting (see also Section 2.2).

A **private area** will be available at evFOUNDRY project web page <http://www.evfoundry.eu> (described in D5.1). This area is meant to be a useful platform to store all relevant documents that are part of evFOUNDRY project and need to be shared among the partners, but have a confidential dissemination level, therefore they cannot be shared with the general public (e.g. confidential deliverables, work packages related documentation, etc.). With this aim, the website reserved area, which is under construction, will be divided into two sections: *Upload* and *Download*. They will allow partners to exchange information and data regarding the project.

In the *Upload* page, a simple graphic interface will be provided to upload files in the selected folder. In the *Download* page five types of documents can be downloaded, each collected in a related subsection:

- *Scientific documentation;*
- *Deliverables;*
- *Internal Project Progress Reports (IPPRs);*
- *Documents related to the project management;*
- *Official documents.*

Files related to the experimental activities, e.g. standard operating procedures (SOPs), will be uploaded and available in the *Scientific documentation* Section.

In the *Deliverables* Section, for each deliverable two folders will be created, representing two steps of the work: *Draft* (containing the version of the deliverable report, which has to be read and approved by every partner) and *Approved* (in which the final version of the report is uploaded by the lead beneficiary).

Documents available in the *Official documents* Section will include templates for documents and presentations for meetings and/or in dissemination events, high resolution logo images, evFOUNDRY acknowledgement sentences to be inserted in project-related publications, etc.

Bimonthly meetings on project progress

evFOUNDRY partners agreed **to meet bimonthly** by videoconference in order to discuss and monitor the project progress.

At least one person from each organization will be present in the videoconference meeting to discuss the evolution of technical and scientific work packages (WPs) and the development of dissemination and exploitation activities.

A brief **Internal Project Progress Report (IPPR)** (Figure 3) shall be filled by the Task managers of the Tasks that will be discussed (i.e. all the ongoing Tasks according to the GANTT chart) and uploaded in the website private area by 5 working days before the videoconference meeting date.

Task manager(s) (partner, personnel name)	Date (DD/MM/YYYY)
Other involved partners (partner, personnel name)	
Related Work Package and specific Task	
Work description	
Encountered problems	
Adopted solutions/Contingency plan(s)	
Notes	

Figure 3. Internal Project Progress Report (IPPR) template.

2.2. FACE-TO-FACE MEETINGS

Face-to-face meetings are necessary for the correct development of the project in the sense of improving communication among partners. During a personal meeting you can check in an easy way the real progress of the project, its strong and weak points. This will help the partners to focus on those fields that have slower development or are encountering problems.

evFOUNDRY Consortium agreed to hold two different kind of personal meetings:

- **Six-month meetings.** The main objective of these meetings is to discuss and monitor (scientific, dissemination and management) progress, and eventually to define necessary actions to be taken and solve urgent issues.

Each partner must prepare a presentation with its advances in the last months that should be uploaded in the website private area for the Work Package leader review at least 7 working days before the meeting.

The first of these meeting of this kind was the project kick off meeting, held in Florence on September 12th-13th, 2018. Figure 4 and Figure 5 show, respectively, a picture of the meeting participants and the flyer of the public workshop, which was attached to the meeting and delivered for free to the interested and curious academic and non-academic communities.

- **Periodic report meeting.** Review meeting with the European Commission (EC) in Brussels, at any time requested by the EC, in order to explain the progress of the project and the work carried out by the partners.



Figure 4. Participants to the evFOUNDRY Kick of Meeting (September 12th-13th, 2018, Florence).

HORIZON 2020
FETOPEN-1-2018-2021
evFOUNDRY
(The Extracellular Vesicle Foundry)
Extracellular Vesicles, a breakthrough in precision medicine and nanotechnology

12 SEPTEMBER 2018
 Plesso Santa Teresa, via della Mattonaia 14, Florence

Programme(

- 08.30 Registration of participants
- 09.00 Welcome and opening *Piero Baglioni and Debora Berti (CSGI and Department of Chemistry, Università di Firenze)*
- 09.30 "Extracellular vesicles, who they are and why to look for them in milk" *Marca H.M. Wauben (Department of Biochemistry and Cell Biology, Utrecht University)*
- 10.00 "Parasitic extracellular vesicles – new players in inter-kingdom communication (a worm a day may keep the doctor away)" *Peter Nejsum (Department of Clinical Medicine and Department of Infectious Diseases, Aarhus University)*
- 10.30 Break
- 11.00 "The colloidal and nanotechnological sides of extracellular vesicles" *Francesco Valle (CSGI and ISMN-CNR)*
- 11.30 "Opportunities in microfluidics for separation of bioparticles" *Jonas Tegenfeldt (NanoLund and Division of Solid State Physics, Lund University).*
- 12.00 "Extracellular vesicle biotechnology, dos and don't" *Natasa Zarovni (Hansabiomed Lifesciences, Estonia)*
- 12.30 "The extracellular vesicle foundry" *Paolo Bergese (CSGI and Department of Molecular and Translational Medicine, Università degli Studi di Brescia)*

Figure 5. Flyer of the workshop “Extracellular Vesicles, a breakthrough in precision medicine and nanotechnology” (September 12th, Florence).

3. MAIN EXTERNAL COMMUNICATION CHANNELS

evFOUNDRY project has basically three ways of communication with external agents.

3.1. evFOUNDRY PROJECT WEB PAGE

The project website <http://www.evfoundry.eu>, which is described in D5.1.

3.2. COMMUNICATION WITH EUROPEAN COMMISSION: REPORTING PERIODS

Two official reporting periods were agreed:

- **First period (M1-M12, D6.3, D6.4):** 01/09/2018 to 31/08/2019. The reporting date for the **first period report** is 60 days after end Month 12. Report due will be 30/10/2019.
- **Second period (M13-M36, D6.5, D6.6):** 01/09/2019 to 31/08/2021. The reporting date for the **second period report** is 60 days after end month 36. Report due 30/10/2021.

Apart from those, a **final report** will be prepared. The final technical report must be a publishable summary of the entire action, describing the overview of the results and their exploitation and dissemination, the conclusions on the action and its socio-economic impact.

The **final financial report** will be automatically created by the Participant Portal system. In some cases (if it requests a total contribution of EUR 325 000 or more) it must be accompanied by a certificate on the financial statements (one certificate per beneficiary/linked third party).

The periodic report for the last reporting period covers only the last period, while the final report must give an overview of the action's results over its entire duration.

Technical and financial consolidated reports from the whole Consortium must be submitted by the Project Coordinator to the EC within 60 days after the end of each reporting period.

Each (periodic or final) report must be prepared by the Project Coordinator and the Beneficiaries together, by filling out the forms directly in the electronic exchange system in 'My Area' section of the Participant Portal.

Technical reports must contain an explanation of the work carried out, an overview of the project progress, an updated plan for the exploitation and dissemination of results (if necessary), a publishable summary and a questionnaire (i.e. the structured information requested).

3.3. DISSEMINATION, COMMUNICATION AND OPEN ACCESS

Dissemination and communication

For the implementation of evFOUNDRY project, there is a complete dissemination and communication set of activities scheduled, with the objectives of training of young scientists and operators in new skills, connecting with relevant actors in the current international and EU research scenes and paying attention to plan a future EU industrial roadmap.

Details about all those dissemination and communication elements are provided in the Deliverables D5.3 (M12), D5.6 (M24) and D5.8 (M36) "Dissemination & Communication plan". See also Figure 5.

All partners agreed to approve a dissemination process. The result was the following:

During the Project and for a period of 1 year after the end of the Project, the dissemination of own Results by one or several Parties including but not restricted to publications and presentations, shall be governed by the procedure of Article 29.1 of the Grant Agreement subject to the following provisions.

Prior notice of any planned submission shall be given to the other Parties at least 30 calendar days before the submission. Any objection to the planned submission shall be made in accordance with the Grant Agreement in writing to the Coordinator and to the Party or Parties proposing the dissemination within 15 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the submission is permitted.

An objection is justified if:

- (a) the protection of the objecting Party's Results or Background would be adversely affected
- (b) the objecting Party's legitimate interests in relation to the Results or Background would be significantly harmed.

The objection has to include a precise request for necessary modifications.

If an objection has been raised the involved Parties shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the objecting Party shall not unreasonably continue the opposition if appropriate measures are taken following the discussion.

The objecting Party can request a submission delay of not more than 60 calendar days from the time it raises such an objection. After 60 calendar days the submission is permitted.

Open Access

Open access to scientific peer-reviewed publications has been anchored as an underlying principle in the Horizon 2020 Regulation and the Rules of Participation and is consequently implemented through the relevant provisions in the grant agreement.

According to Article 29.2 of the Grant Agreement, each Partner must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results. Each party must ensure also the open access to research data as ruled by Article 29.3 of the Grant Agreement. The Coordinator is entitled to claim compensation to the defaulting partner in case the Funding Authority applies a penalty to the Consortium for its breach of obligation under article 29 of the Grant Agreement.