



Grant agreement no. 211714

neuGRID

**A GRID-BASED e-INFRASTRUCTURE FOR DATA ARCHIVING/COMMUNICATION AND
COMPUTATIONALLY INTENSIVE APPLICATIONS IN THE MEDICAL SCIENCES**

Combination of Collaborative projects & Coordination and support actions

Objective INFRA-2007-1.2.2 - Deployment of e-Infrastructures for scientific communities

Deliverable reference number and title: D1.1 Project handbook comprehensive of a clear division of tasks table for each project committee, common documentation and common procedures

Due date of deliverable: month 6

Actual submission date: June 6th 2008

Start date of project: February 1st 2008 **Duration:** 36 months

Organisation name of lead contractor for this deliverable: PROVINCIA LOMBARDO-VENETA -
ORDINE OSPEDALIERO DI SAN GIOVANNI DI DIO FATEBENEFRATELLI

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Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)		
Dissemination Level		
PU	Public	PU

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Executive summary

D1.1 final purpose is to establish common documentation to be followed by the partners. It also provides a clear division of tasks table for each committee/board envisaged in the project.

The anticipated benefit of utilizing standard formats is that neuGRID partners have a set of templates that they can use without having to reinvent them every time.

For this reason, common templates and forms have been developed and put on the website (http://www.neugrid.eu/m_accessi/autenticazione01.php) to be used by each participant in order to document the project's progress (both scientific and administrative/financial).

On the other hand, the committees' table is meant to give a clear and simplified overview of the Management structure of the project, by summarizing the main tasks of the committees envisaged in the project and specifying their members.

1 Introduction

In order to manage the reporting activity in a standardized manner, the beneficiaries deemed necessary to make available a set of standard forms and templates.

The templates and forms for reporting includes those requested by the EC guidelines for this matter, as well as additional templates which may be useful for collecting a complete set of information for this scope.

2 Methodological approach

The work done for this deliverable can be summarized in 3 main phases:

1. presentation of slides on actions for reporting to participants during the project start-up meeting and related answer to questions from partners;
2. common templates design (in line with EC guidelines);
3. distribution and training on their completion to both scientific and administrative neuGRID teams.

Phase 1) Presentation of slides on actions for reporting to participants during the project start-up meeting;

During the neuGRID Start-Up meeting in February 2008 the reporting requirements have been explained and discussed, in order to address specific questions from the participants. Furthermore, the essential project documents, such as the core contract, its annexes, the budget for each partner, the template for time sheets have been distributed in a CD by P8-CFc.

Phase 2) As a follow up to Phase 1, the **design of reporting templates and standard forms** mainly involved CO1 FBF and P8 CFc, based on the needs expressed by the beneficiaries from the beginning of the project.

Phase 3) **distribution and training on their completion to both scientific and administrative NEUGRID teams** to be performed versus each partners (one to one) through specific e-mail contacts, conference calls and ad-hoc contacts with administrative people of each neuGRID unit.

3 Activities and results

The following guidance, templates and forms have been produced:

- a reporting table, summarizing all the contractual deliverables, according to the Grant Agreement;
- the Periodic Report structure;
- the Financial statement form;
- the template for time sheets;
- short guidelines to calculate the number of productive hours per year (to be checked with administrative department of each partner);
- standard template for the project deliverables;
- standard template for ppt. presentation

3.1 Reporting table

The tables below gives an overview of reports and deliverables to be prepared, who has to prepare it and respective delivery date according to the contract.

Type of report	Who	Delivery date
Periodic report	All partners	12-24-36
<i>The financial statement FORM C in two copies and signed</i>	All partners	<i>12-24-36</i>
<i>Financial Statement from each beneficiary together with a Summary financial report</i>	By Coordinator	<i>12-24-36</i>
<i>Certificate on the financial statements</i>	CO1 FBF, P2 NE, P3 UWE, P4 MAAT	<i>Submitted for claims of interim payments and final payments when the amount of the Community financial contribution claimed by a beneficiary under the form of reimbursement of costs is equal to or superior to EUR 375 000, when cumulated with the previous payments for which a certificate on the financial statements has not been submitted.</i>
Final publishable summary report covering results, conclusions and socio-economic impact of the project	By Coordinator	36
Report covering the wider societal implications of the project, including gender equality actions, ethical issues, efforts to involve other actors and spread awareness as well as the plan for the use and dissemination of foreground	By Coordinator	36
Report on the distribution of the Community financial contribution between beneficiaries	by Coordinator	30 days after receipt of the final payment

Overall Deliverable list

Deliverable no.	Deliverable name	WorkpackageP no.	Lead beneficiary	Delivery date (proj. month)
D3.1	Data dictionary of the unified neuGRID database	WP3	NE	M3
D1.1	Project handbook comprehensive of a clear division of tasks table for each project committee, common documentation, and common procedures	WP1	FBF	M6
D2.1	Review document on data protection (legal and procedural issues)	WP2	FBF	M6
D5.1	Brain Imaging Service Portfolio Specification Document	WP5	NE	M6
D4.1	Dissemination and training plan	WP4	FBF	M9
D2.2	Rules for commercial exploitation of data	WP2	FBF	M10
D5.2	Regulatory guidelines document for code development	WP5	NE	M10
D10.1	Gridification Model Specification	WP10	MAAT	M10
D2.3	Protocol for ensuring data protection/safety in neuGRID	WP2	FBF	M12
D4.2	Dissemination report I	WP4	FBF	M12
D6.1	Design Document including API documentation, and description of functionality for the underlying layer	WP6	UWE	M12
D7.1	Test-bed Installation and API Documentation	WP7	MAAT	M12

Deliverable no.	Deliverable name	WorkpackageP no.	Lead beneficiary	Delivery date (proj. month)
D8.1	Ground Truth & Phase1, Deployment Test & Validation Report	WP8	MAAT	M12
D11.1	AC/DC1 and Story Lines Test Suite Specification & Report	WP11	MAAT	M12
D9.1	User Requirements Specification (URS) document first release	WP9	UWE	M14
D10.2	Gridified Toolbox Year2 Portfolio Report	WP10	MAAT	M22
D4.3	Dissemination report II	WP4	FBF	M24
D6.2	Implementation: service prototype report	WP6	UWE	M24
D7.2	Interim Grid Middleware Migration Test Report	WP7	MAAT	M24
D8.2	Phase2 & 3, Updated Deployment Test & Validation Report	WP8	MAAT	M24
D11.2	AC/DC2 Test Suite Specification & Report	WP11	MAAT	M24
D9.2	User Requirements Specification (URS) document final release	WP9	UWE	M26
D4.4	Post project sustainability report	WP4	FBF	M32
D5.3	Brain Imaging Services Business Models Report	WP5	NE	M32
D3.2	Database implementation and performance report	WP3	NE	M34
D2.4	Report of implementation of the neuGRID protocol for data protection/safety	WP2	FBF	M36

Deliverable no.	Deliverable name	WorkpackageP no.	Lead beneficiary	Delivery date (proj. month)
D4.5	Dissemination report III	WP4	FBF	M36
D5.4	Service Provision	WP5	NE	M36
D6.3	Implementation: Software package, accompanied by a testing framework and documentation	WP6	UWE	M36
D7.3	Final Grid Middleware Migrations Test Report	WP7	MAAT	M36
D8.3	Ground Truth, Phase1, 2 & 3 Large Scale Test Report	WP8	MAAT	M36
D10.3	Gridified Toolbox Year3 Portfolio Report	WP10	MAAT	M36
D11.3	AC/DC3 Test Suite Specification & Recommendations Report	WP11	MAAT	M36

3.2 Periodic Report structure

The periodic report for each period, shall regroup in one single report both the technical report and financial reporting. It shall consist of sections described as follows:

1. Publishable summary
2. Project objectives for the period
3. Work progress and achievements during the period
4. Deliverables and milestones tables
5. Project Management
6. Explanation of the use of the resources
7. Financial statements -- Forms C and Summary financial report
8. Certificates

Section 1 - Publishable summary TO BE DONE BY THE COORDINATOR

This section should be of suitable quality to enable direct publication by the Commission. Please ensure that it is set out and formatted so that it can be printed as a stand-alone paper document not exceeding four pages. It shall also reflect the web site of the project (if applicable).

Please include a summary description of the project objectives, a description of the work performed since the beginning of the project, a description of the main results achieved so far, the expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far). You should update this publishable summary at the end of each reporting period.

Please include also, as appropriate, diagrams or photographs illustrating and promoting the work of the project, the project logo and relevant contact details.

The address of the project public website should also be indicated, if applicable.

Section 2 - Project objectives for the period TO BE DONE BY THE COORDINATOR

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the Grant Agreement.

Section 3 – Work progress and achievements for the period **TO BE DONE BY WP LEADERS**

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement.

For each work package -- except project management, which will be reported in section 3.5-- please provide the following information:

- *A summary of progress towards objectives and details for each task;*
- *Highlight clearly significant results;*
- *If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;*
- *If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator) ;*
- *A statement on the use of resources, in particular highlighting and explaining deviations between actual and planned man-months per work package and per beneficiary in Annex 1 (Description of Work)*
- *If applicable, propose corrective actions.*

Section 4 – Deliverables and Milestones tables **TO BE DONE BY WP LEADERS**

Deliverables (excluding the periodic and final reports)

Please list all the deliverables due in this reporting period, as indicated in Annex I of the Grant Agreement.

Deliverables that are of a nature other than written "reports", such as "prototypes", "demonstrators" or "others", should also be accompanied by a short report, so that the European Commission has a record of their existence.

If a deliverable has been cancelled or regrouped with another one, please indicate this in the column "Comments".

If a new deliverable is proposed, please indicate this in the column "Comments".

This table is "cumulative", that is, it should always show all deliverables from the beginning of the project.

TABLE 1. DELIVERABLES

Del. no.	Deliverable name	WP no.	Lead participant	Nature	Dissemination level	Due delivery date from Annex I	Delivered Yes/No	Actual / Forecast delivery date	Comments

Milestones

Please complete this table if milestones are specified in Annex I of the Grant Agreement.

Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I.

TABLE 2. MILESTONES

Milestone no.	Milestone name	Due achievement date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comments

Section 5 – Project Management TO BE DONE BY THE COORDINATOR WITH THE SUPPORT OF P8 CFC

Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 and Article II.16.5 of the Grant Agreement.

Amongst others, this section should include the following:

- *Consortium management tasks and achievements;*
- *Problems which have occurred and how they were solved or envisaged solutions;*
- *Changes in the consortium, if any;*
- *List of project meetings, dates and venues;*
- *Project planning and status;*
- *Impact of possible deviations from the planned milestones and deliverables, if any;*
- *Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs status;*
- *Development of the Project website, if applicable;*
- *Use of foreground and dissemination activities during this period (if applicable).*

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between beneficiaries, possible co-operation with other projects/programmes etc.

Section 6 – Explanation of the use of the resources TO BE DONE BY THE COORDINATOR WITH THE SUPPORT OF P8 CFc AND INPUT BY ALL BENEFICIARIES

Please provide an explanation of personnel costs, subcontracting and any major costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages.

There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

These can be listed in the following tables:

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED ON FORM C			

TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 2 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED ON FORM C			

Section 7 – Financial statements – Form C and Summary financial report TO BE DONE BY EACH BENEFICIARY

Please submit a separate financial statement from each beneficiary (if Special Clause 10 applies to your Grant Agreement, please include a separate financial statement from each third party as well) together with a summary financial report which consolidates the claimed Community contribution of all the beneficiaries in an aggregate form, based on the information provided in Form C by each beneficiary.

When applicable, certificates on financial statements shall be submitted by the concerned beneficiaries according to Article II.4.4 of the Grant Agreement.

Section 8 – Certificates TO BE DONE BY EACH BENEFICIARY

List of Certificates which are due for this period, in accordance with Article II.4.4 of the Grant Agreement.

Beneficiary	Organisation short name	Certificate on the financial statements provided? yes / no	Any useful comment, in particular if a certificate is not provided
1		Yes	
2		no	
		no	Expenditure threshold not reached
Etc.			

A copy of each duly signed certificate on the financial statements (Form C) or on the methodology should be included in this section, according to the table above (signed originals to be sent in parallel by post).

3.3 Form C Financial statement

FP7 - Grant Agreement - Annex VI - Combination of Collaborative Project and Coordination and Support Action

Form C - Financial Statement (to be filled in by each beneficiary)

Project nr	nnnnnn	Funding scheme	Combination of Collaborative Project and Coordination and Support Action
Project Acronym	XXXXXXXXXXXXXXXXXXXX		
Period from	dd/mm/aa	Is this an adjustment to a previous statement ?	Yes/No
To	dd/mm/aa		
Legal Name		Participant Identity Code	nn
Organisation short Name		Beneficiary nr	nn
Funding % for RTD activities (A)		If flat rate for indirect costs, specify %	%

1- Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)

	Type of Activity					TOTAL (A+B+C+D+E)
	RTD (A)	Coordination (B)	Support (C)	Management (D)	Other (E)	
Personnel costs						
Subcontracting						
Other direct costs						
Indirect costs *						
Access Costs						
Lump sums/flat-rate/scale of unit declared						
Total						
Maximum EC contribution						
Requested EC contribution						

* Indirect costs relating to:
- "Coordination" and "Support" activities are reimbursed up to a maximum of 7% of the direct eligible costs relating to these activities excluding the direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary.
- "RTD", "Management" and "Other" activities are reimbursed in accordance with the various options foreseen in Article II.15.2 a), b) and c) of the grant agreement.

2- Declaration of receipts
Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement ? Yes/No
If yes, please mention the amount (in €) _____

3- Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)
Did the pre-financing you received generate any interest according to Art. II.19 ? Yes/No
If yes, please mention the amount (in €) _____

4- Certificate on the methodology
Do you declare average personnel costs according to Art. II.14.1 ? Yes/No
Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4 ? Yes/No

Name of the auditor		Cost of the certificate (in €), if charged under this project	
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5- Certificate on the financial statements
Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art.II.4.4 ? Yes/No

Name of the auditor		Cost of the certificate (in €)	
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6- Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	Date & signature

3.4 Template for time sheets

The following table is an example of time sheet to be used by partners to record their working hours.

Project Acronym	NEUGRID		Grant Agreement n.	211714				
Month			Year					
Person:								TOTAL
Workpackage	Date							
								0
								0
								0
								0
								0
								0
								0
								0
								0
Total		0	0	0	0	0	0	0
Researcher's signature		Signature	Signature	Signature	Signature	Signature	Signature	
Project responsible's signature								

3.5 Calculation of Productive Hours per Year

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Example of Calculation of Productive Hours per Year

'Productive Hours Per Year' are the average number of chargeable, productive hours per month normally available for recharging purposes (i.e. after allowances for holidays, sickness etc.) for each employee and for 12 months per year. A full time employee contributes 12 man months per year. The personnel costs per year for this employee therefore normally amount to: 12 x (the number of productive hours per month) x (the personnel costs per hour).

In order to obtain an hourly rate, the total productive personnel costs have to be divided by the total productive hours. Total productive hours can be obtained either from time sheets or from summaries of time records, or on the basis of the total workable hours according to the employment contract, less a certain provision for non-chargeable time such as sickness, holidays, etc. In the latter case, an example for determining the total productive hours per year could be as follows:

Days/year	365 days
Less 52 Weekends	104 days
Subtotal	261 days

Conversion of days to hours is based upon the legally established working hours per day for your country, e.g.:

Subtotal minus:

Annual holidays	21 days
Statutory holidays	15 days
Illness/other	15 days
Total = Productive days	210 days

Productive hours/year (210 days x 7 hrs/day)	1470 hrs
Productive hours/year (210 days x 7.5 hrs/day)	1575 hrs
Productive hours/year (210 days x 8 hrs/day)	1680 hrs

3.6 Template for deliverables



Grant agreement no. 211714

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A GRID-BASED e-INFRASTRUCTURE FOR DATA ARCHIVING/ COMMUNICATION AND COMPUTATIONALLY INTENSIVE APPLICATIONS IN THE MEDICAL SCIENCES

Combination of Collaborative Project and Coordination and Support Action

Objective INFRA-2007-1.2.2 - Deployment of e-Infrastructures for scientific communities

Delete or update yellow marked text before sending the document

Deliverable reference number and title: (refer to the table of deliverables)

Due date of deliverable: month

Actual submission date:

Start date of project: January 1st 2008 Duration: 36 months

Organisation name of lead contractor for this deliverable:

Revision: Version **1**

Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)	
Dissemination Level (refer to the table of deliverables)	
PU	Public
PP	Restricted to other programme participants (including the Commission Services)
RE	Restricted to a group specified by the consortium (including the Commission
CO	Confidential, only for members of the consortium (including the Commission Services)

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Executive summary

Please be clear, but synthetic: employ up to about 250 words or 1800 characters (including spaces)

Introduction

- Give a synthetic introduction to the matter dealt with in the deliverable (recall to quote the number and title of the deliverable)
- Situate the deliverable with respect to the general objectives of the project
- State and make clear the specific objectives of the deliverable

Methodological approach

- A more specific title can be employed for this section, but the content should anyway be that above stated.

Activity carried out and results.

- A more specific title can be employed for this section, but the content should anyway be that above stated.
- If this is advisable for the sake of clarity, the content above stated may be broken in various sections with specific titles

Conclusions.

- Make clear the status of the work in view of the goals of the project

Bibliographical references (if applicable).

Publications resulting from work carried out in the project.

APPENDIX A: List of abbreviations (an updated version is available on website).

3.7 Template for ppt. presentation



Font to be used: Arial

4. Project committees

Committee	Members	Task
Project Management Team (PMT)	Project Coordinator (PC), Technical Supervisor (TS), Area Leaders, and P5 VUmc (representing the clinical component of the project).	a) To plan and manage the progress of the project; b) To coordinate the technical work within the project and ensuring it is in line with the project plan and goals; c) To monitor progress against milestones; d) To take corrective action in case of deviations from the project plan; e) To take final responsibility for reviewing and approving deliverables and other external documents; f) To be the central point of contact to handle liaisons external to the project; g) To be responsible for financial management of the project; h) To overview and monitor ethical issues; i) to elaborate and monitor the implementation of the Gender Action Plan l) To decide about IPR and Access Rights; m) To supervises publication policy.
General Assembly (GA)	All partners, chaired by the Project Coordinator (PC) and deputy chaired by the Technical Supervisor	a) To provide scientific and technological advice to the Project Coordinator (PC) and PMT; b) To advise the PC and PMT in the event of project threatening events such as the dropout of a partner, failure of a partner to perform the expected activities or to produce the expected deliverables; c) To advise the PC and PMT in the event of unpredictable changes of the technological and scientific scenario, and settles disputes among partners.
Advisory Board (AB)	Key representatives of user groups (neuroscientists in the Alzheimer's field and developers of algorithms for neuroimage analysis); prospective user groups	a) To advise the PMT and the GA through the following activities: - participating to the periodical GA meeting; - monitoring dissemination activities;

	(pharma industry, neuroscientists in fields other than Alzheimer's, and scientists in other fields of biomedicine); representatives of related projects in Europe (Neurogrid and Neurobase); and one institutional expert of ethical issues	- evaluating Project deliverables
Independent Ethics Committee	Independent experts	a) To supervise all the steps and procedures and check whether informed consent forms and procedures are developed in accordance with EU and Member States' guidelines and legislations

5 Conclusions

Common templates and forms are available to each beneficiary. This enables them to document easily the project's progress (both scientific and administrative/financial) and, consequently, to manage the reporting activity in a standardized manner.

A table on the project's committees, their tasks and members is available to each partner. It provides partners with a simplified overview of the Management structure of the project.