

# UPSIDE

Deliverable Project Handbook

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PU=Public, SEN=Confidential, only for members of the consortium (including the Commission Services), CI=Classified, as referred to in Commission Decision 2001/844/EC.

## House Style

	Red RGB	Green RGB	Blue RGB	HEX
				
Pink	247	181	192	#F7B5C0
Grey	161	161	161	#A1A1A1
Blue	41	171	226	#29ABE2
 <p>THE USE OF THE EU EMBLEM IN THE CONTEXT OF EU PROGRAMMES 2021-2027 <a href="#">LINK</a></p> <p>In addition to the obligations set out in <a href="#">Article 17</a>, communication and dissemination activities as well as infrastructure, equipment or major results funded under EIC actions must also display the following special logo:</p> <p>   </p>				
EU corporate blue	0	51	153	#003399
Yellow	255	204	0	#FFCC00

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## Quality Control

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Internal reviewer	Oana Trifan, Anna Gralka	26-10-2022
Coordinator	Tiago Lopes Marta da Costa	26-10-2022

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## *Abbreviations*

AB	Advisory Board
AGA	Annotated Model Grant Agreement
CA	Consortium Agreement
CFS	Certificate on the Finance Statement
DoA	Description of the action
EC	European Commission
ECAS	European Commission Authentication Service
EU	The European Union
EU GA	EU Grant Agreement project specific
GA	Grant Agreement
GA	General Assembly
PO	Project Officer from the European Commission
TL	Task Leader
WP	Work Package
WPL	Work Package Leader(s)

## Executive Summary

This Project Handbook for UPSIDE project has mainly two functions:

1. To be used as source for all consortium partners covering many day-to-day activities;
2. To standardise various elements of the project e.g. project reports, deliverables, etc. through the use of agreed procedures and templates where relevant.

UPSIDE handbook will be a dynamic document and will be updated as required throughout the project.

# 1. Introduction

## 1.1 Purpose of this document

This Project Handbook and quality manual for UPSIDE project covers many day-to day activities of partners through the whole duration of the project. It can be used as a reference source to standardized elements such as project reports, deliverables, etc. through the use of agreed procedures and templates where relevant.

UPSIDE handbook will be a dynamic document to be updated based on latest needs and agreements between the partners throughout the project. The maintenance and distribution of the project handbook during the whole duration of the project will be responsibility of the Project Co-ordinator as part of the management activities of WP6.

## 1.2 Precedence

The general principles for the project execution are defined in the EU Grant Agreement (GA), the Description of the action (DoA) and the Consortium Agreement (CA). The Project Handbook does not replace any of these established agreements, nor does it replace any of the EU guidelines for project implementation and documentation.

Where there are any inconsistencies between these documents, the following order of precedence should be applied:

1. EU Grant Agreement including Description of the action, also referred to as the Grant Agreement (EU GA) Annex 1;
2. Consortium Agreement (CA);
3. Project Handbook (present document).

## 2. General Project Information

Table 1 General UPSIDE information

<b>Title</b>	Focused Ultrasound Personalized Therapy for the Treatment of Depression
<b>Acronym</b>	UPSIDE
<b>Grant Agreement No.</b>	101070931
<b>Funding Programme</b>	Horizon Europe Framework Programme (HORIZON)
<b>Type of Action</b>	HORIZON-EIC HORIZON EIC Grants
<b>Project Start Date</b>	01-09-2022
<b>Project duration</b>	48 months

Table 2 UPSIDE coordinator information

Scientific Coordinator (TUD)	Project Coordinator (TUD)
Tiago Lopes Marta da Costa <a href="mailto:T.M.L.daCosta@tudelft.nl">T.M.L.daCosta@tudelft.nl</a> Building no. 36 Faculty of Electrical Engineering, Mathematics and Computer Science Mekelweg 4 2628 CD Delft	Eva Kassotaki Building 26.C Innovation and Impact Centre van den Burghweg 1 2628 CS, Delft <a href="mailto:e.kassotaki@tudelft.nl">e.kassotaki@tudelft.nl</a>

Table 3 UPSIDE partners

No	Beneficiaries name	Acronym	Country
1	Delft University of Technology	TUD	Netherlands
2	Ghent University	UG	Belgium
3	Universitaetsklinikum Freiburg	UF	Germany
4	Newronika SPA	NKW	Italy
5	Silicongate LDA	SG	Portugal
No	Associate partner	Acronym	Country
6	Micro Systems Technologies Management GmbH	MST	Germany
7	Focused Ultrasound Foundation	FUSF	USA

## 3. Legal Aspects

### 3.1 Grant Agreement

The Grant Agreement forms the legal basis for the implementation of UPSIDE. It consists of:

- Terms and Conditions (this is the core contract);
- Annex 1 Description of the action (DoA) (part A & part B);
- Annex 2 Estimated budget for the action;
- Annex 2a Additional information on unit costs and contributions (if applicable);
- Annex 3 Accession Forms;
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)
- Annex 4 Model for the financial statements;
- Annex 5 Specific rules (if applicable).

Although the core contract is signed between the EU and the Coordinator of the project, all partners have become individual contract partners with the commission by signing the Accession Forms.

The Grant Agreement must be kept by all partners and should be provided to the auditor in case of an audit. It is downloadable in the participant portal; in document library of the UPSIDE project.

### 3.2 Consortium Agreement

Whereas the Grant Agreement is signed between the EU and the partners, the Consortium Agreement is signed between the partners themselves. It arranges in more detail the provisions of the Grant Agreement, such as but not limited to: financial issues, payments, management, decision making, conflict resolution, intellectual property rights and liability.

The Consortium Agreement must also be kept by the partners and must be shown in case of audits.

### 3.3 Amendments

During the project, circumstances may arise to call for a request to the EU for an amendment of the Grant Agreement. Reasons may vary, but could be:

- Change of partner(s);
- Change of legal entity;
- Changes in the Budget (*EU GA: Annex 2*);
- Changes in the DoA (*EU GA: Annex 1*).

In case an amendment is needed, the coordinator shall submit such a request after an autonomous decision by all partners in the General Assembly. After approval, the Coordinator shall distribute the revised Grant Agreement to the partners, replacing former versions.

Budget changes that do not affect the content of DoA can be taken care by the consortium itself; decision through the General Assembly and inform the Project Officer. Amendments may be requested by any of the project partners but are to be submitted for approval only through the Coordinator.

## 4. Management Structure and Procedures

### 4.1 Project Organizational Structure

The project organizational structure is illustrated in the following diagram:

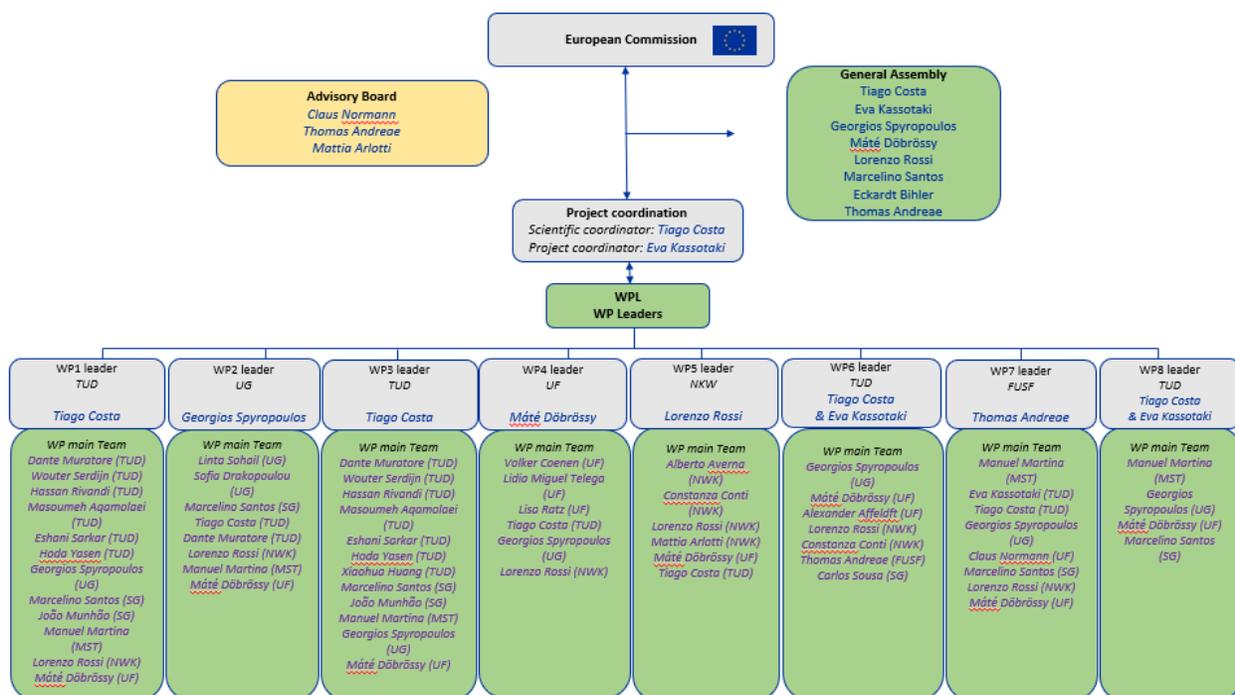


Figure 1 UPSIDE organizational structure with team members listed

The project organizational structure has multiple layers of decision-making:

#### Advisory Board (AB)

The Advisory Board supports UPSIDE on dissemination, exploitation and communication strategy.

#### General Assembly (GA)

The General Assembly is the decision-making body of the consortium. In addition the General Assembly deals with partner enrollment and exit, budget changes, (IPR) issues and conflicts.

#### Project Coordination

The Project Coordination is responsible for efficient management of the project and all the individual activities with respect of time, budget and quality. It also functions as the intermediary for all communication between co-beneficiaries and the European Commission.

## Work Package Leaders (WPL)

Work Package Leaders are responsible for workflow, coordination and progress within their WPs and other WPs. They report to and be accountable to the General Assembly. They ensure that the coordinator is informed about WP developments. Adjustment to work must be agreed by coordinator.

## 4.2 Roles

### 4.2.1 Advisory Board

The Advisory Board is represented by:

*Table 4: Advisory Board representatives*

Name	Expertise	Organization	Status
Dr. Claus Normann	Psychiatry, treatment of TRD	UF	established
Dr. Thomas Andreae	Focused ultrasound therapy translation	FUSF	established
Dr. Mattia Arlotti	Brain-machine-interfaces	NWK	established
Dr. Jelena Vrublevska	Psychiatry, patient perspective	European Depression Association	exploring

The Advisory Board advises the consortium on high-level scientifically, implementation-oriented and with respect to societal issues in order to increase the probability of wide acceptance of the proposed EBI.

The AB meets annually or depending on the project's needs as part of the project meeting. Project information will be communicated by TU Delft. AB can possibly participate in mid-term and final review if required.

### 4.2.2 General Assembly (GA)

The GA is ultimately responsible for the management of the project and consists of one representative from each partner in the consortium. The Coordinator shall chair all meetings of the General Assembly, unless decided otherwise by the General Assembly.

The General Assembly, shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein.

The following decisions shall be taken by the General Assembly:

- Content, finances and Intellectual Property rights;
- Proposals for changes to the GA Annexes;
- Evolution of the consortium;
- Appointments;

Decisions shall be taken by a majority of two-thirds (2/3) of the votes. More details on the decision making procedures can be found in section 6 of the Consortium Agreement.

The General assembly meets at least once a year. In addition, teleconferences and written voting procedures may be organised if necessary. On a regular basis, the GA members will communicate via telephone, Skype conferences and e-mail.

Table 5: GA representatives from each partner

Partner No	Organisation	Name	E-mail
(Chair)	Delft University of Technology	Tiago Lopes Marta da Costa	<a href="mailto:T.M.L.daCosta@tudelft.nl">T.M.L.daCosta@tudelft.nl</a>
1	Delft University of Technology	Eva Kassotaki	<a href="mailto:e.kassotaki@tudelft.nl">e.kassotaki@tudelft.nl</a>
2	Ghent University	Georgios Spyropoulos	<a href="mailto:Georgios.Spyropoulos@UGent.be">Georgios.Spyropoulos@UGent.be</a>
3	Universitaetsklinikum Freiburg	Máté Döbrössy	<a href="mailto:mate.dobrossy@uniklinik-freiburg.de">mate.dobrossy@uniklinik-freiburg.de</a>
4	Newronika SPA	Lorenzo Rossi	<a href="mailto:lorenzo.rossi@newronika.com">lorenzo.rossi@newronika.com</a>
5	Silicongate LDA	Marcelino Santos	<a href="mailto:marcelino.santos@silicongate.com">marcelino.santos@silicongate.com</a>
6	Micro Systems Technologies Management GmbH	Eckardt Bihler	<a href="mailto:eckardt.bihler@mst.com">eckardt.bihler@mst.com</a>
7	Focused Ultrasound Foundation	Thomas Andreae	<a href="mailto:tandreae@fusfoundation.org">tandreae@fusfoundation.org</a>

#### 4.2.3 Project Coordination

The UPSIDE project is coordinated by TU Delft and acts as the intermediary between the partners and the European Commission (Funding Authority).

The coordination of the project is performed at two levels:

##### *Scientific coordination*

Professor Tiago Lopes Marta da Costa (TUD) is the scientific coordinator. He takes care of the scientific development of the project. His main responsibility is to ensure that the main goals of the project are pursued and to verify the quality of all deliverables resulting from the project. The scientific coordinators will cooperate closely with Work Package Leaders to guarantee that the project delivers the expected impact.

##### *Project coordination*

Eva Kassotaki is the project coordinator. She assists the scientific coordinator and the consortium on financial, legal, administrative as well as on organizational matters.

The scientific coordinator and project coordinator work closely together to guarantee a smooth project communication internally (within the project) and externally (with the EU and the public at large).

#### 4.2.4 Work Package Leaders and Task Leaders

Each Work Package has nominated a leader who is responsible together with the work package members for the deliverables and milestones for that work package and all other tasks. The work package leaders manage the day-to-day technical planning and work and have the final responsibility for the work package activities and deliverables.

WP leaders are responsible for the proper execution and implementation of the decisions of the GA on WP level. In particular are responsible for: 1) Assessing the compliance of the project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the GA; 2) Support the coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables; 3) Prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority.

Each work package leader will report on the progress of the work package every 6 months to the scientific and project coordinator and conform the formal reporting periods (see also [6.2 Internal Progress Reports](#))

Any circumstances which may require changes in the work package must be immediately reported to the scientific coordinator and the project coordinator.

Table 6 UPSIDE WP leaders

Work Package	Name
WP1 Integrated CMOS technology	Tiago Lopes Marta da Costa
WP2 Organic bioelectronics	Georgios Spyropoulos
WP3 System level integration	Tiago Lopes Marta da Costa
WP4 Pre-clinical validation	Máté Döbrössy
WP5 Biomarker signal detection	Lorenzo Rossi
WP6 Management	Tiago Lopes Marta da Costa and Eva Kassotaki
WP7 Communication, Dissemination and Exploitation	Thomas Andreae
WP8 Portfolio activities	Tiago Lopes Marta da Costa and Eva Kassotaki

#### 4.2.5 Meetings

Project meetings are plenary meetings and parallel sessions combining technical progress. The chairperson shall give written notice of a meeting to each Member as soon as possible and no later than 14 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting. The consortium will organise face to face project meetings concluded to General Assembly meeting for the duration of the project every 12 months. The minutes of the General Assembly meetings will be submitted to the PO (if required).

**Costs** for travel and accommodation to participate in project meetings have to be covered by each partners own budget as per Annex 2 Estimated budget for the action of the GA.

In addition, WP leaders meetings will be carried on every 3 months remotely to assess and align the key on-going activities of the in question period and the status of against the upcoming milestones and deliverables.

Technical meetings may be called for by the Work Package leaders within a work package or between technical work packages in order to coordinate progress on WP level. A shortlist of progress made and follow-up actions should be sent to the coordinator.

Meetings of each project partner may also be held by teleconference or other telecommunication means.

For every meeting taken place, **Minutes** should be produced by the chairperson. The chairperson shall produce minutes of each meeting which shall be the formal record of all decisions taken. He/she shall send draft minutes to all Members within 15 calendar days of the meeting. The minutes shall be

considered as accepted if, within 15 calendar days from receipt, no Party has sent an objection to the chairperson with respect to the accuracy of the draft minutes by written notice.

Advisory Board meetings will take place in connection to the project meetings of the GA at least once a year or as agreed within the GA related to critical milestones and deliverables of the project. The Advisory Board members can be invited to participate in an online teleconference/call if needed.

Table 7 UPSIDE main meetings calendar

Project meetings	Month/year
<b>Project meeting 1 - Kick off Meeting (M1)</b>	September 2022
Project meeting 2 - WP leaders progress meeting (M5)	January 2023
Project meeting 3 - WP leaders progress meeting (M8)	April 2023
Project meeting 4 - WP leaders progress meeting (M11)	July 2023
<b>Project meeting 5 - GA meeting (M12)</b>	September 2023
<i>Interim review meeting (M12)</i>	around October 2023
Project meeting 6 - WP leaders progress meeting (M17)	January 2024
Project meeting 7- WP leaders progress meeting (M20)	April 2024
Project meeting 8 - WP leaders progress meeting (M23)	July 2024
<b>Project meeting 9 - GA meeting (M24)</b>	September 2024
Project meeting 10 - WP leaders progress meeting (M29)	January 2025
<i>Interim review meeting (M30)</i>	around March 2025
Progress meeting 11 - WP leaders progress meeting (M32)	April 2025
Progress meeting 12 - WP leaders progress meeting (M35)	July 2025
<b>Project meeting 13 - GA meeting (M36)</b>	September 2025
Progress meeting 14 - WP leaders progress meeting (M41)	January 2026
Progress meeting 15 - WP leaders progress meeting (M44)	April 2026
Progress meeting 16 - WP leaders progress meeting (M47)	July 2026
<b>Project meeting 17 - GA meeting (M48)</b>	August 2026
<i>Interim review meeting (M48)</i>	around October 2026

## 5. Communication

### 5.1. Internal communication

Internal communication is considered the communication within the consortium.

#### 5.1.1 E-mail

Many people may be working on a number of different projects and are likely to receive numerous emails every day, therefore, a standard subject title is proposed. This helps to quickly recognise the project related emails.

Project related emails should include in the subject title: UPSIDE followed by a more specific description of the subject, deadline for feedback or reply, see below an example:

[Subject: UPSIDE: WP1 Meeting plan, till 25 November 2022]

UPSIDE Website: <https://project-upside.eu>

[Subject: UPSIDE: Minutes KoM - Deadline feedback 12 October 2022!]

Furthermore it is required to copy the coordinator [e.kassotaki@tudelft.nl](mailto:e.kassotaki@tudelft.nl) in most important e-mail communications related to project management and [T.M.L.daCosta@tudelft.nl](mailto:T.M.L.daCosta@tudelft.nl) in most important communication related to content.

In addition, there is a mailing list created for the whole consortium. It can be found in TEAMS who is currently registered together with the contact list overview for UPSIDE to be developed and maintained further from the Project Co-ordinator: [Contact Details](#).

Description mailing list	Address mailing list
Consortium mailing list	<a href="mailto:upside-all@tudelft.nl">upside-all@tudelft.nl</a>

Table 8 UPSIDE mailing lists overview

An email sent to this mailing list address will be received by all members of the UPSIDE Consortium. Required changes can be sent to [e.kassotaki@tudelft.nl](mailto:e.kassotaki@tudelft.nl).

### 5.1.2 Internal Communication Platform

A project TEAMS environment was set up to act as repository for all working documents, minutes and reports. The address of the TEAMS environment for UPSIDE is:

Table 9 UPSIDE internal communication platform(s)

Description of communication platform	Communication platform LINL
TEAMS repository for UPSIDE (contact list, reports, deliverables, minutes, etc.)	<a href="#">UPSIDE TEAMS communication platform</a>

Every member of the consortium has access to this platform. In case of problems/need for a new account, please contact: [e.kassotaki@tudelft.nl](mailto:e.kassotaki@tudelft.nl).

## 5.2 External communication

External communication is considered towards parties outside the consortium, target groups of the project, stakeholders and the EU Project Officer.

The external communication is part of WP7 Communication, Dissemination and Exploitation of which FUSF is responsible (Thomas Andreae, [tandreae@fusfoundation.org](mailto:tandreae@fusfoundation.org)).

Communication of project results is an important part of a Horizon Europe. You will find more information in deliverable *D7.3 Plan for dissemination, communication and Exploitation*, due in 28/02/2023 (M6) and *D7.5 Final report on dissemination, communication and exploitation* due in 28/02/2026 (M42).

All external UPSIDE communication and dissemination actions undertaken before and during the project should be communicated to the partner responsible for the external communication and the project Co-ordinator, providing information about:

- The date and place of the publication;
- The content of the publication, sharing the texts, photos, videos, or any other material used in the publication;

UPSIDE Website: <https://project-upside.eu>

- Person of contact.

An excel list with overview has been created in TEAMS to be maintained by everyone involved regularly so that records of all the dissemination and communication activities are centralized: [LINK](#)

#### 5.2.1 Project website and social media

The project website is set up for external communication purposes. It can be found at [project-upside.eu](https://project-upside.eu). The project website is created with information about the project, its objectives, results, partners and events.

The “[project-upside.eu](https://project-upside.eu)” domain name has been acquired for 4 years and will be secured for another four years after the end of the project.

Nevertheless, the website is set up at the onset of the project, its update is an on-going task throughout the project as defined in Task 7.1.

In addition a [LinkedIn page](#) and a Twitter account @UpsideProjectEU has been created for UPSIDE project

#### 5.2.2 General Requirements

You are requested to indicate at all times that the project has received funding from the European Union (See article 17 of the GA). Using the following:

- (a) display the [EU & EIC emblem](#) (When displayed together with another logo, the EU emblem must have appropriate prominence.):



See also: download centre for visual elements [\[LINK\]](#)

And

Acknowledgment to the funding authority:

*‘This project (UPSIDE) has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement No 101070931’.*

- (b) include the following text (Disclaimer):

*‘The opinions expressed in this document reflect only the author’s view and reflects in no way the European Commission’s opinions. The European Commission is not responsible for any use that may be made of the information it contains.’*

- (c) include the following project logo:

You can find the logo on [TEAMS](#). Please, note that the colors of the logo might change and they UPSIDE templates might be required to be adjusted accordingly. It is recommended to always place the project logo on the front page of the document and the EU logo at the left side of the footer of the first page in the document.

#### 5.2.3. Specific Project Presentation

On SharePoint/Teams you can find the standard UPSIDE PowerPoint presentation that can be used in external communication. You can find it on the following page, together with the rest of the templates for documentation created for UPSIDE: [LINK](#)

### 5.3 Document standard/Templates

All public documentation needs to conform the document standards provided by the Project Coordinator. The document standard could be used for:

- Official EU reports (such as Periodic, Final);
- Public documents by the consortium;
- Project deliverables (in a report format); and
- any documents that are declared as public by the consortium.

All project templates (deliverables, presentations, document standard) are saved on [Templates](#)

The preview of a template for a document standard can be found in [Annex 1: Template for a document standard](#).

For internal project documents, it is also advised to apply this standard, such as WP meeting agenda and minutes.

#### 5.3.1 Document Titles

	Deliverables	Meetings	Conferences
<i>First letters</i>	UPSIDE	UPSIDE	UPSIDE
<i>Underscore</i>	_	_	_
<i>Next letters</i>	Deliverable number [Dx.y] [x=WP number, y=deliverable number]	Type of document (i.e. Agenda, Minutes, Presentation) In case of presentation, include WP number.	Event title
<i>Underscore</i>	_	_	_
<i>Next letters</i>	Short explanatory title for the document.	<b>Location</b> and <b>date</b> of the meeting	<b>Location</b> and <b>date</b> of the event
<i>Underscore</i>	_	_	_
<i>Next letters (for presentations only)</i>		Short name of <b>organisation</b> and <b>Initials</b> of presenter	Short name of <b>organisation</b> and <b>Initials</b> of presenter
<i>Underscore</i>	_	_	_
<i>Next letters</i>	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version, v2.0=updated final version]	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version, v2.0=updated final version]	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version, v2.0=updated final version]

Deliverable documents: [UPSIDE\_Dx.y\_Title\_v0.1]

example: UPSIDE\_D1.1\_ProjectHandbook\_v0.1

UPSIDE Website: <https://project-upside.eu>

Meeting documents: [UPSIDE\_Type of Doc\_Location\_YYYYMMDD\_Organisation/Initials)\_v0.1]

example: **UPSIDE\_Agenda\_Delft\_2022092022\_v0.1**

example: **UPSIDE\_Minutes\_Delft\_2022092022\_v0.1**

example: **UPSIDE\_(WP6)\_Presentation\_Delft\_2022092022\_TUD\_v0.3**

Conference presentations: [UPSIDE\_Event\_Location\_YYYYMMDD\_Initials/Organisation\_v0.1]

example: **UPSIDE\_KickOff2016\_Delft\_20160512\_SvdB/TUD\_v1.0**

### 5.3.2. Internal Document Release

All final versions of internal documents will be released in **PDF** format by uploading them to the UPSIDE TEAMS. Folders named after deliverables have been created in TEAMS for that, within the folders of each WP.

Additionally, those documents that have to be public will be made accessible through the UPSIDE project website. For Confidential deliverables, an executive summary will be published on the UPSIDE website.

## 6. Reporting

Throughout the lifetime of the project there are:

- (Internal) progress report(s) (financial & technical progress);
- Periodic report(s) to the EU (financial & technical progress);
- Final Report to the EU (financial & technical).

### 6.1 Reporting Calendar

To ensure timely submission the partners should respect the following deadlines:

Table 10: UPSIDE reporting calendar

No.	Report type	Period covered (date)	Period covered (M)	Template ready and shared by project coordinator	Deadline to send to project coordinator	Financial report in EC Portal submitted to project coordinator	Finalized & submitted to EC
1	Internal Progress Report 1	01-09-2022 to 28-02-2023	M1 to M6	Feb-23	Mar-23	n/a	n/a
2	Periodic Report 1 (M12)	01-09-2022 to 31-08-2023	M1 to M12	Aug-23	Sep-23	1-10-2023	20-10-2023
4	Internal Progress Report 3	01-09-2023 to 29-02-2024	M13 to M18	Feb-24	Mar-24	n/a	n/a
5	Internal Progress Report 4	01-03-2024 to 31-08-2024	M19 to M24	Aug-24	Oct-24	n/a	n/a

6	Periodic Report 2 (M30)	01-09-2023 to 28-02-2025	M13 to M30	Feb-25	Mar-25	1-4-2025	20-4-2025
7	Internal Progress Report 5	01-03-2025 to 31-08-2025	M31 to M36	Aug-25	Oct-25	n/a	n/a
5	Internal Progress Report 6	01-09-2025 to 28-02-2026	M37 to M42	Feb-26	Mar-26	n/a	n/a
8	Periodic Report 3 (M48)	01-03-2025 to 31-08-2026	M31 to M48	Aug-26	Sep-26	1-10-2026	20-10-2026

## 6.2 Internal Progress Reports

A progress report is an internal project document, meaning that it is not sent to the EU. The objective of this internal report is to monitor project expenditure and technical progress. It should be a brief summary of the technical work completed as well as a brief explanation for any deviations (budget and content!) from the DoA (*EU GA: Annex 1*).

An internal progress report includes:

1. A description of the **technical progress**, per work package;

Work package leaders are responsible to gather all information about the technical progress in their WP from their task leaders and compile a WP report before sending it to the coordinator.

2. And a **financial overview** from each partner.

The coordinator provides an excel template to be filled out by all the partners. This excel sheet provides the coordinator with valuable information needed for monitoring purposes and management reporting.

The coordinator consolidates the provided information and sends the complete report to the consortium for review. Again it will not be sent to the Commission.

## 6.3 Periodic Report

The periodic report (*EU GA: Article 21.2*) must be submitted by the coordinator **within 60 days** following the end of each reporting period. This report must include explanations for any deviations (budget and content!) from the DoA (*EU GA: Annex 1*).

The Periodic Report Template can be found on the EC website under Horizon Europe reference documents:

[periodic-report\\_horizon-euratom\\_en.pdf \(europa.eu\)](https://ec.europa.eu/periodic-report_horizon-euratom_en.pdf)

It contains the periodic **technical** and **financial** reports (see explanation on the next page).

The '**periodic technical report**' consists of two parts; Part A and Part B:

- A) Part A** is generated by the IT system. It is based on the information entered by the participants through the periodic report and continuous reporting modules of the electronic exchange system in the Participant Portal. The participants can update the information in the continuous reporting module at any time during the life of the project. Part A contains:
- the cover page,
  - a summary which can be used for publications by the EC, and
  - the answers to structured tables with project information (covering issues related to the project implementation and the economic and social impact).
- B) Part B** is the narrative part that includes explanations of the work carried out by the beneficiaries during the reporting period. Part B needs to be uploaded as a PDF document following the template of Part B Periodic Technical report.

The coordinator is responsible for the summary and the answering of the structured tables (Part A).

Work package leaders compile a report on their WP together with their task leaders (Part B) and send it to the coordinator.

The coordinator consolidates the provided information and sends the complete periodic technical report to the consortium for review. The final approved version will be uploaded in to the Participant Portal by the coordinator.

The '**periodic financial report**' consists of:

1. **Individual financial statement** (*EU GA: Annex 4*) for each beneficiary, for the reporting period concerned. This financial statement must detail the eligible costs for each budget category. Each beneficiary (for themselves and their affiliated entities) must declare all eligible costs, even if costs exceed the amounts indicated in the estimated budget;
2. An **explanation of the use of resources** and information on subcontracting and in-kind contributions provided by third parties from each beneficiary for the reporting period concerned;
3. A Certificate on the Financial Statements (CFS) (if threshold reached);
4. A '**periodic summary financial statement**' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners, including the request for interim payment.

The F-Sign of each beneficiary will be able to complete online their own Financial Statement including the explanations on the use of resources, (also for their affiliated entities). The coordinator will have a final check on the statements and submit electronically to the EC.

## 6.4 Final Report

In addition to the periodic report for the last reporting period, the coordinator must submit the final report **within 60 calendar days** following the end of the last reporting period.

As Final Report Template, the same as the Periodic Report Template available on the EC website under Horizon Europe reference documents can be used as reference:

UPSIDE Website: <https://project-upside.eu>

[periodic-report\\_horizon-euratom\\_en.pdf \(europa.eu\)](#)

In case a separate template should be soon become available on the EC website could be found under Horizon Europe reference documents:

[Reference Documents \(europa.eu\)](#)

The **final report** will most probably include the following:

1. a '**final technical report**' with a **summary** for publication containing:
  - an overview of the results and their exploitation and dissemination;
  - the conclusions on the action and
  - the socio-economic impact of the action.

The coordinator compiles this final technical report in consultation with the partners.

2. a '**final financial report**' containing:
  - '**final summary financial statement**' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners for all reporting periods;
  - a '**certificate on the financial statements**' for each partner (*and for each linked third party*), if it requests a total contribution of EUR 430 000 (or more) reimbursement of actual costs and unit costs.

## 6.5 Financial Reporting in Detail <sup>1</sup>

### 6.5.1 Budget

The budget contains the estimated eligible costs, broken down by Partner (and its affiliated entities) and budget category (*EU GA: Articles 5 and 6*).

The budget is based on estimated costs and person months. Frequent internal reporting assures that these budgets are monitored well and that under- and over spending is noticed at an early stage. Please note that in the financial reporting, actual costs must be reported and not budgeted ones.

The budget can be viewed by the project partners on the Participant Portal and in the GA (Annex 2 – page 122), which is available on TEAMS under contracts folder [Grant Agreement-101070931-UPSIDE .pdf](#).

The budget categories are listed in the EU GA: Article 6.2, these are:

- A. Personnel costs:
  - A.1 Employees (or equivalent);
  - A.2 Natural persons under direct contract;

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<sup>1</sup> All amounts must be specified in Euros. Beneficiaries and their affiliated entities with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro. Use the average of the daily exchange rates published in [the Official Journal of the European Union](#), calculated over the corresponding reporting period. If no daily euro exchange rate is published, the costs must be converted at the average of the monthly accounting rates published on the [Commission's website](#), calculated over the corresponding reporting period. Beneficiaries and linked third parties with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

- A.3 Seconded persons by a third party against payment;
- A.4 SME owners or natural person beneficiaries.

B. Subcontracting costs:

If necessary to implement the action, the partner may award subcontracts covering the implementation of certain action tasks described in the GA. The partner must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, it must avoid any conflict of interests (*EU GA: Article 12*).

C. Purchase costs:

- C.1 Travel and subsistence;
- C.2 Equipment costs;
- C.3 Other goods, works and services.

D. Other cost categories (if option applies):

- D2. Internally invoiced goods and services

E. Indirect costs:

will be reimbursed at the flat-rate of 25% of the eligible direct costs (categories A-D, except volunteers costs, subcontracting costs, financial support to third parties and exempted specific cost categories, if any).

#### 6.5.2 Individual Financial Statement – Declaration of Eligible Costs

The individual financial statement needs to be submitted electronically by each partner to the EU through the Participant Portal (*EU GA: Annex 4*).

***The procedure below needs to be updated once this process is available in the EU Participant Portal of the Project.***

1. Login to the Participant Portal
  - a. To be able to login to the Participant Portal you need to have an ECAS (European Commission Authentication Service) password
  - b. Go to the sign-up page and create your ECAS account. Make sure you selected the right domain: External
2. Choose the tab 'my Projects'. If UPSIDE is not listed, contact the project coordinator of the TU Delft, add name project coordinator.
3. Click in the column 'Actions' on 'PR' (=Periodic Reporting).
4. Click under your organisation on the 'Financial statement'. Fill in the requested information with explanations.
5. Once everything is filled in press "save".

6. Then click on the button “inform F-sign”, the F-sign will be asked by e-mail to sign the financial statement electronically. If an organisation has not yet added a F-sign to the project (the PF-sign), the LEAR needs to be contacted. The LEAR needs to nominate a F-sign for the organisation and then the participant contact needs to add the F-sign to the project.
7. The PF-sign then needs to submit the financial statement to the coordinator.
8. The coordinator will make a final check and then submit the financial statements including all reports to the EU through the Participant Portal.

### 6.5.3 Audit – Certificate on the Financial Statements

A Certificate on the Financial Statements (CFS) is requested for each partner in case of total contribution of EUR 430 000 or more, as reimbursement of actual costs and unit costs. This means excluding the reimbursement of indirect costs (25%).

Partners submit:

- either one certificate per reporting period. Note: choose this option, only when you expect to exceed the threshold of EUR 430 000 at the end of the project;
- or a single CFS for the whole project.

In both cases, the certificate and related costs may only be submitted with the final financial report.

Please note that you have to keep the financial records of the expenses in this project, for a minimum of 5 years after the final payment has been received – digital or hardcopy.

The template is available in EU GA Annex 5 and on the EC website under [Reference Documents \(europa.eu\)](#) It can also be found on TEAMS: [cfs\\_en.docx](#).

## 6.6 Keeping records- supporting documentation

Each partner must — for a period of five years after the payment of the balance keep records and other supporting documentation in order to prove the proper implementation of the action and the declared costs to be eligible. The documents need to be the original documents. Digital and digitalised documents are accepted if national law accepts these documents as originals.

The partners must keep the records and documentation according to their usual cost accounting practices and internal control procedures. There must be a track between the amounts declared, the amounts recorded in accounts and the amounts stated in the supporting documentation (audit trail).

For the different cost categories, consider the following documents and see also Article 20.1 from the GA:

#### Personnel costs:

- monthly signed time sheets (6.6.1 Time recording);
- calculation of hourly rate (EU GA: Article 6.2);
- proof of paid salary;
- labour contracts.

#### Subcontracting costs:

- quotations (sub)contracts;
- signed (sub)contracts;
- all receipts of expenditure.

Purchase costs (travel costs and related subsistence allowances, equipment costs, costs of other goods and services):

- quotations (sub)contracts;
- all receipts of expenditure;
- meeting docs: signed presence lists, minutes, agenda;
- calculations of depreciation costs charged to the project.

#### 6.6.1 Time recording

For personnel costs (declared as actual costs or on the basis of unit costs), the partners must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly (*EU GA article 20.1*).

The time recording can be done by using a timesheet on paper or in a computer-based system. A template for time-sheets is available on the [Participant Portal](#) and in TEAMS: [time-declaration\\_en.docx](#)

This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed below.

Time records should include:

- the title and number of the project, as specified in the EU GA;
- the partners full name, as specified in the EU GA;
- the full name, date and signature of the person working for the project;
- the number of hours worked for the action in the period covered by the time record; for reasons of assurance and legal certainty it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day);
- the supervisor's full name and signature;
- a reference to the work package described in the DoA (*EU GA: Annex 1*), to easily verify that the work carried out matches the work assigned and the person-months reported to the action.

Information included in timesheets must match records of annual and sick leave taken, and work-related travel.

## 6.7 Budget transfers

With the consent of the Project Executive Board a re-distribution of person-months between partners may be considered. This re-distribution is allowed without requesting an amendment (*EU GA: Article 5.5*) provided that it does not imply a substantial change to the action as described in the EU GA. All other re-

UPSIDE Website: <https://project-upside.eu>

allocations of budget items need to be discussed in order to decide whether to apply for an amendment to the EU GA.

**The maximum grant amount (*EU GA: Article 5*) can however NEVER be increased.**

## 7. Payments

The following types of payments are foreseen:

1. Pre-financing at the start of the project:  
Pre-financing funds remain EU property until they are 'cleared' against eligible costs accepted by the European Commission.
2. Interim payment following the approval of the periodic reports:  
After approval of the formal periodic reports an interim payment will be issued.  
First Periodic Report: 01 September 2022 (M1) – 31 August 2023 (M12)  
Second Periodic Report: 01 September 2023 (M13) – 28 February 2025 (M30)  
Third Periodic Report: 01 March 2025 (M31) – 31 August 2026 (M48)
3. Final payment following the approval of the final report:  
The final payment will be transferred after the approval of the final report and consists of the difference between the calculated EU contribution (on the basis of the eligible costs) minus the amounts already paid.

## 8. Deliverables

### 8.1 List of Deliverables & Milestones in chronological order

Table 11: UPSIDE overview of deliverables in sequence (soonest to latest) during the duration of the project

WP	D. no.	Deliverable name	Lead participant	Type	Dissem. level	Deliv. Month	Deliv. Date to EC
WP6	D6.1	Project Handbook	TUD	R	PU	2	31-10-2022
WP7	D7.1	Internal and public website (regularly updated)	TUD	DEC	PU	2	31-10-2022
WP7	D7.2	Data management plan - V1	TUD	DMP	PU	6	28-02-2023
WP7	D7.3	Plan for dissemination, communication and exploitation	TUD	R	PU	6	28-02-2023
WP1	D1.1	Microfabrication flowchart for air-backed interconnections	TUD	R	PU	12	31-08-2023
WP8	D8.1	RP1- Report on Portfolio activities	TUD	R	SEN	12	31-08-2023
WP1	D1.2	Report on Power Management Unit	SG	R	SEN	14	31-10-2023
WP6	D6.2	RP1 – technical/scientific review meeting documents	TUD	R	SEN	14	31-10-2023
WP1	D1.3	CMOS interface for ~1024 piezoelectric transducers	TUD	DEM	PU	18	29-02-2024
WP1	D1.4	CMOS recording interface with ~64 channels for EEG recording and passive MEAs	TUD	DEM	PU	18	29-02-2024
WP2	D2.1	<i>In vivo</i> LFP detection with conformable passive MEA (>1500 electrodes/cm <sup>2</sup> )	UG	DEM	PU	18	29-02-2024
WP3	D3.1	Prototype of relay station	TUD	DEM	PU	18	29-02-2024
WP4	D4.1	eFUS chip implantation protocol and preliminary FUS stimulation parameters	UF	R	PU	18	29-02-2024
WP1	D1.5	eFUS device with $I_{spta} > 1 \text{ W/cm}^2$ , ~0.5 mm <sup>3</sup> vol. resolution and ~1 cm <sup>3</sup> coverage	TUD	DEM	SEN	24	31-08-2024
WP2	D2.2	Conformable IGT-array (>1500 interfaces/cm <sup>2</sup> ) with superior SNR (>20 dB increase) and >1 month <i>in vitro</i> stability	UG	DEM	PU	24	31-08-2024
WP3	D3.2	Report on the integration of CMOS 64-channel recording interface with passive MEA (eREC <sub>64</sub> )	UG	R	PU	24	31-08-2024
WP4	D4.2	<i>in vivo</i> targeting of FUS stimulation: safety and precision	UF	R	PU	24	31-08-2024
WP4	D4.3	eFUS chip: Biological/histological evidence of efficacy	UF	R	PU	27	30-11-2024
WP1	D1.6	CMOS recording interface with ~1024-channels for EEG recording and IGT-array	TUD	DEM	SEN	30	28-02-2025

WP2	D2.3	Report on chronic detection of EEG signals for biomarker detection algorithms, in an <i>in vivo</i> animal model with IGT-array for >3 weeks	UG	R	PU	30	28-02-2025
WP3	D3.3	Prototypes of eFUS and eREC <sub>64</sub> devices separately connected to relay station	TUD	DEM	PU	30	28-02-2025
WP7	D7.4	RP2 updates of the DMP	TUD	DMP	PU	30	28-02-2025
WP8	D8.2	RP2 - Report on Portfolio activities	TUD	R	SEN	30	28-02-2025
WP4	D4.4	eFUS chip: Physiological/neurochemical evidence of efficacy	UF	R	PU	32	30-04-2025
WP6	D6.3	RP2 – technical/scientific review meeting documents	TUD	R	SEN	32	30-04-2025
WP3	D3.4	Report on integration of CMOS 1024-channel recording interface with IGT-array (eREC <sub>1024</sub> )	UG	R	PU	36	31-08-2025
WP3	D3.5	Prototype of full EBI combining eFUS and eREC	TUD	DEM	SEN	36	31-08-2025
WP5	D5.1	Signal decoding algorithms for depression biomarkers	NWK	R	SEN	36	31-08-2025
WP4	D3.6	eFUS device with $I_{spta} > 1 \text{ W/cm}^2$ , $\sim 1 \text{ mm}^3$ vol. resolution and $\sim 10 \text{ cm}^3$ coverage	TUD	DEM	PU	42	28-02-2026
WP7	D7.5	Final report on dissemination, communication and exploitation	MST	R	PU	42	28-02-2026
WP4	D4.5	eFUS chip: Behavioral evidence of efficacy	UF	R	PU	44	30-04-2026
WP4	D4.6	Multiunit eFUS array: evidence of up-scalability	UF	R	PU	48	31-08-2026
WP5	D5.2	Evaluation of open and closed-loop eFUS protocols on EEG signals	NWK	R	PU	48	31-08-2026
WP6	D6.4	RP3 – technical/scientific review meeting documents	TUD	R	SEN	48	31-08-2026
WP7	D7.6	Final data management plan	TUD	DMP	PU	48	31-08-2026
WP8	D8.3	RP3 - Report on Portfolio activities	TUD	R	SEN	48	31-08-2026

Table 12 UPSIDE Milestones and its expected due dates

Mile t	Milestone name	WP	Due date (M)	Means of verification
1	eFUS device with $I_{spta} > 1 \text{ W/cm}^2$ , $\sim 0.5 \text{ mm}^3$ vol. resolution and $\sim 1 \text{ cm}^3$ coverage	WP1	31-8-2024	Hydrophone ultrasound recordings
2	Validation of CMOS 64-channel recording interface integrated with passive MEAs	WP3	31-8-2024	electrical recordings stimulated by an electrode in saline
3	Prototype of full EBI combining eFUS and eREC	WP3	31-8-2025	Hydrophone ultrasound recordings and electrical recordings stimulated by an electrode in saline

4	Evidence of safety and function in vivo	WP4	30-4-2026	Histology / statistical comparison with controls
5	EEG decoding algorithms act as biomarker identification with open and closed-loop eFUS stimulation	WP5	31-8-2026	EEG signal classification (normal vs depressed/no stimulation vs stimulation)

## 8.2 Approval process of deliverables

Work Package leaders are responsible for their WP deliverables. Three weeks before the deliverable deadline WP leader sends the first final draft to the scientific and project coordinator. Project Coordinator will forward it to the internal peer reviewers & co-ordinators review also themselves. Depending on the expertise required for reviewing each deliverable, there are assigned partners within the consortium to review each deliverable. Within the following week, the reviewers can review the deliverable and send their comments to the WPL (1 week) so that the document can be adjusted if necessary from WPL (1 week). Within the remaining 1 week before the deadline the WPL leaders send the final draft to the project coordinators. Scientific and Project coordinator will do a final check and upload the document to the Participant Portal. Project coordinator will place a copy on TEAMS as well as pdf.

In case the deliverable production occurs in a period with, e.g. public holidays the author should – timely - agree on an alternative feasible timeline with the WPL, the reviewer and the Project Coordinator.

Members of the AB can be consulted by the WPL during this whole process.

## 8.3 Timetable of quality review process and reviewers per deliverable:

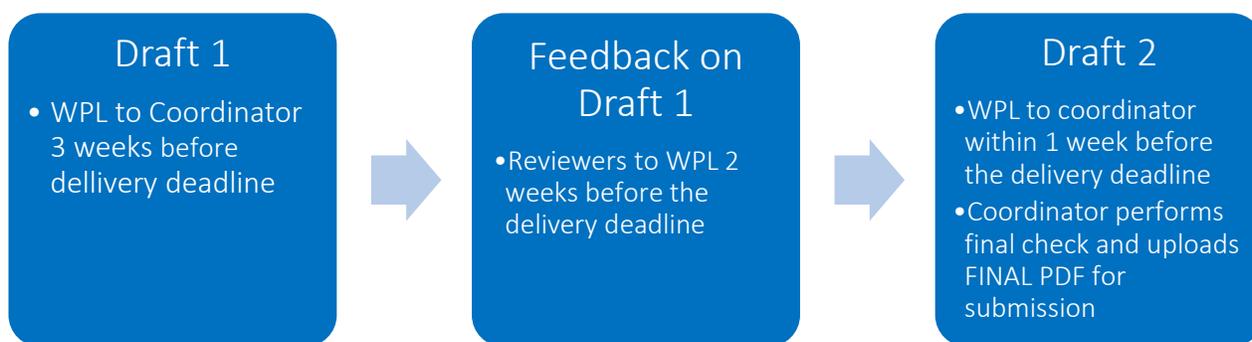


Figure 2: UPSIDE deliverable approval process and timeline

Table 13: UPSIDE peer reviewers per deliverable and deadlines

D. no.	Deliv. Month	Peer review 1	Peer review 2	Peer review deadline	Deliv. Date
D6.1	2	Oana Schippers-trifan	Anna Gralka	24-10-2022	31-10-2022
D7.1	2	Thomas Andreae	Tiago Costa	24-10-2022	31-10-2022
D7.2	6	Manuel Martina	Wouter Serdijn	21-02-2023	28-02-2023
D7.3	6	Thomas Andreae	Lorenzo Rossi	21-02-2023	28-02-2023
D1.1	12	Georgios Spyropoulos	Eckardt Bihler	24-08-2023	31-08-2023

D8.1	12	Manuel Martina	Lorenzo Rossi	24-08-2023	31-08-2023
D1.2	14	Tiago Costa	Dante Muratore	24-10-2023	31-10-2023
D6.2	14	Manuel Martina	Thomas Andreae	24-10-2023	31-10-2023
D1.3	18	Dante Muratore	Marcelino Santos	22-02-2024	29-02-2024
D1.4	18	Tiago Costa	Georgios Spyropoulos	22-02-2024	29-02-2024
D2.1	18	Máté Dobrossy	Lorenzo Rossi	22-02-2024	29-02-2024
D3.1	18	Eckardt Bihler	Marcelino Santos	22-02-2024	29-02-2024
D4.1	18	Tiago Costa	Georgios Spyropoulos	22-02-2024	29-02-2024
D1.5	24	Wouter Serdijn	Eckardt Bihler	24-08-2024	31-08-2024
D2.2	24	Dante Muratore	Máté Dobrossy	24-08-2024	31-08-2024
D3.2	24	Eckardt Bihler	Tiago Costa	24-08-2024	31-08-2024
D4.2	24	Tiago Costa	Georgios Spyropoulos	24-08-2024	31-08-2024
D4.3	27	Tiago Costa	Dante Muratore	23-11-2024	30-11-2024
D1.6	30	Tiago Costa	Marcelino Santos	21-02-2025	28-02-2025
D2.3	30	Dante Muratore	Georgios Spyropoulos	21-02-2025	28-02-2025
D3.3	30	Eckardt Bihler	Wouter Serdijn	21-02-2025	28-02-2025
D7.4	30	Thomas Andreae	Manuel Martina	21-02-2025	28-02-2025
D8.2	30	Manuel Martina	Lorenzo Rossi	21-02-2025	28-02-2025
D4.4	32	Tiago Costa	Dante Muratore	23-04-2025	30-04-2025
D6.3	32	Wouter Serdijn	Manuel Martina	23-04-2025	30-04-2025
D3.4	36	Tiago Costa	Eckardt Bihler	24-08-2025	31-08-2025
D3.5	36	Wouter Serdijn	Marcelino Santos	24-08-2025	31-08-2025
D5.1	36	Dante Muratore	Máté Dobrossy	24-08-2025	31-08-2025
D3.6	42	Máté Dobrossy	Wouter Serdijn	21-02-2026	28-02-2026
D7.5	42	Thomas Andreae	Manuel Martina	21-02-2026	28-02-2026
D4.5	44	Tiago Costa	Lorenzo Rossi	23-04-2026	30-04-2026
D4.6	48	Tiago Costa	Georgios Spyropoulos	24-08-2026	31-08-2026
D5.2	48	Máté Dobrossy	Wouter Serdijn	24-08-2026	31-08-2026
D6.4	48	Thomas Andreae	Manuel Martina	24-08-2026	31-08-2026
D7.6	48	Wouter Serdijn	Eckardt Bihler	24-08-2026	31-08-2026
D8.3	48	Marcelino Santos	Georgios Spyropoulos	24-08-2026	31-08-2026

## 9. Dissemination of results and Open access

The partners must - as soon as possible (but not before a decision on their possible protection) - disseminate their results (i.e. make them public). Some of the classic forms of dissemination are:

- Website;
- Peer reviewed publication (open access);
- Presentation at a scientific conference.

The dissemination measures should however be consistent with the *D7.3 Plan for dissemination, communication and Exploitation*, due in 28/02/2023 (M6) and *D7.5 Final report on dissemination, communication and exploitation* due in 28/02/2026 (M42).

These documents will provide with more guidelines.

When deciding on dissemination, the partners must also consider the other partners' legitimate interests.

### 9.1 Open access to scientific publications

Each partner must ensure open access (free of charge online access for any user) to all peer reviewed scientific publications relating to its results.

In particular, it must:

- as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;  
Moreover, the partner must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
- ensure open access to the deposited publication — via the repository — at the latest:
  - (i) on publication, if an electronic version is available for free via the publisher, or
  - (ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms "European Union (EU)" and "Horizon Europe";
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

### 9.2 Dissemination rules

The complete rules for dissemination are covered in Section 8.4 of the CA and Article 17 of the EU GA.

More concrete, the partner wishing to publish, present or disclose information about the project must follow the following procedure:

- Send an email at least **45 calendar days** before publication / disclosure of information to the whole consortium. Provide the foreseen title, list of contributing authors, abstract of the content and the purpose of the publication;
- Any objections to the planned publication can be made within **30 calendar days** after receipt of the notice; if no objection is made within the time limit stated above, the publication is permitted.

- An objection is justified if:
  - a. the objecting party's legitimate academic or commercial interests in relation to the results or background would be significantly harmed;
  - b. the projection of the objecting party's results or background is adversely affected.
- The objection has to include a precise request for necessary modifications.
- The objecting partner can request a publication delay of not more than 45 calendar days from the time it raises such an objection. After 45 calendar days the publication is permitted, provided that Confidential information has been removed from the publication as indicated by the objecting partner.

A partner shall not include in any dissemination activity another partner's results or background without obtaining written approval, unless they are already published.

The author informs the project coordinator when the planned publication has been accepted for publishing (for monitoring proposes).

#### 9.2.1 General requirements

Unless the EC requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

- (a) Display both the [EU and EIC emblems](#) (When displayed together with another logo, the emblems must have appropriate prominence.):



- (b) include the following text & disclaimer:

'UPSIDE has received funding from the European Union's Horizon Europe EIC-PATHFINDER programme under grant agreement No 101070931.'

'Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or EISMEA. Neither the European Union nor the granting authority can be held responsible for them.'

## Annex 1: Template for a document standard



Choose an item: **Name or DX.Y**

Grant Agreement No.	101070931
Start date of Project	1 September 2022
Duration of the Project	48 months
Choose an item.	<b>DX.Y or Document name</b>
Partner Leader	Choose an item.
Dissemination Level	Choose an item.

Status	Choose an item.
Version	VX.X
Choose an item. Date	DD-MM-YYYY

Author(s)	<i>Surname, last.name (institution)</i>
Co-author(s)	<i>Surname, last.name (institution)</i>

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PU=Public, SEN=Confidential, only for members of the consortium (including the Commission Services),  
C=Classified, as referred to in Commission Decision 2001/844/EC.

UPSIDE Website: <https://project-upside.eu>

### House Style

	Red RGB	Green RGB	Blue RGB	HEX
				
Pink	227	181	131	#E785C0
Grey	161	161	161	#A1A1A1
Blue	41	171	226	#29A8E2
 <p>THE USE OF THE EU EMBLEM IN THE CONTEXT OF EU PROGRAMMES 2021-2027 <a href="#">LINK</a>                      In addition to the obligations set out in <a href="#">Article 17</a>, communication and dissemination activities as well as infrastructure, equipment or major results funded under EIC actions must also display the following special logo:</p> 				
EU corporate blue	0	51	153	#003399
Yellow	255	204	0	#FFCC00

### Authors, Co-authors and contributors

Author	Organization	E-mail
Name, last name		

### Quality Control

Author	Name	Date
WP leader		DD-MM-YYYY
Internal reviewer		
Coordinator		

### History of Changes

Version	Change made	Date
		DD-MM-YYYY
		DD-MM-YYYY
		DD-MM-YYYY

All project templates (deliverables, presentations, document standard) are available online on UPSIDE TEAMS for all consortium partners

### [Templates](#)

## Annex 2 Timesheet by EC for Horizon Europe

 <b>EU GRANTS DECLARATION OF DAYS WORKED ON A PROJECT</b> <i>To be kept on file in case of audits.</i>		<b>YEAR:</b>	
--	--	--------------	--

			
<b>Project acronym:</b>		<b>Project number:</b>	
<b>Participant name:</b>			
<b>Name of the person:</b>		<b>Type of personnel:</b> <small>(employee/ natural person under direct contract/ seconded/ other)</small>	

Month	Days worked in the action <sup>1</sup> <small>(e.g. 15, 7.5, 0.5)</small>	Work Packages worked on <small>(e.g. WP2; WP5)</small>	Date and signature of the person	Name, date and signature of the supervisor
January			Signature:  Date:	Name: Signature:  Date:
February			Signature:  Date:	Name: Signature:  Date:
March			Signature:  Date:	Name: Signature:  Date:
April			Signature:  Date:	Name: Signature:  Date:
May			Signature:  Date:	Name: Signature:  Date:
June			Signature:  Date:	Name: Signature:  Date:
July			Signature:  Date:	Name: Signature:  Date:
August			Signature:  Date:	Name: Signature:  Date:
September			Signature:  Date:	Name: Signature:  Date:
October			Signature:  Date:	Name: Signature:  Date:

[time-declaration\\_en.docx](#)

UPSIDE Website: <https://project-upside.eu>

## Annex 3 Excel Template for internal financial progress report

Will become available in TEAMS

[Internal Progress Reports](#)