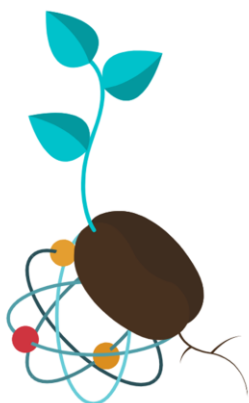


DELIVERABLE 1.1 PROJECT MANAGEMENT HANDBOOK



SEEDS

VERSION V6

VERSION CONTROL SHEET

• Project summary

Project acronym	SEEDS
Project title	Science Engagement to Empower Disadvantaged adolescents
Grant Agreement	101006251
Call	H2020-SwafS-2018-2020 (Science With and For Society)
Topic	SwafS-31-2020
Type of action	RIA (Research and Innovation Action)
Start date	01/01/2021
Duration	24 months
Coordinator	Fundació Institut d'Investigació Sanitària Pere Virgili (IISPV)

• Document control

Deliverable	D.1.1 Project Management Handbook
Work Package related	WP1
Due date	March 31 th , 2021
Delivery date	March 31 th , 2021
Dissemination level	Public
Lead partner for deliverable	Fundació Institut d'Investigació Sanitària Pere Virgili (IISPV)
Authors	Díaz-Gómez, J., Martí-Roig A., Llauredó, E., Tarro, L. Queral J., Elphick C., Vlachopoulos D., Williams C., Solà, R.
Reviewers	All partners
Approved by	All partners
Version	V.6

• Document revision history

Revision	Issue date	Author	Comments
D1.1 V0	01/02/2021	Díaz-Gómez, J., Martí-Roig, A.	First draft
D1.1 V1	23/02/2021	Díaz-Gómez, J., Martí-Roig, A.	Template updated
D1.1 V2	05/03/2021	Díaz-Gómez, J., Martí-Roig, A.	Internal revision
D1.1 V3	09/03/2021	Elphick, C., Vlachopoulos, D., Williams, C.	Quality Assurance Plan added
D1.1 V4	10/03/2021	Llauredó, E., Tarro, L., Solà, R.	Internal revision
D1.1 V5	12/03/2021	Llauredó, E., Tarro, L., Solà, R.	Policy for publications added
D1.1 V6	24/03/2021	Mölenberg F., Murray C.	Minor revisions

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DISCLAIMER

This publication is the sole responsibility of SEEDS Consortium and reflects only the authors' view. Thus, the European Commission (EC) is not responsible for any use that may be made of the information it contains.

The general principles for project implementation have been defined in the Grant Agreement, the Description of the Action and the Consortium Agreement. This Project Management Handbook shall not replace any of the established agreements within the Consortium or with the EC, or any of the EC guidelines for project implementation and documentation. In case the terms of the Consortium Agreement are in conflict with the terms of the Grant Agreement, the terms of the latter shall prevail.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement 101006251.



ABBREVIATIONS

CA	Consortium Agreement
CoR	Gemeente Rotterdam
D	Deliverable
D&C	Dissemination & Communication
DMP	Data Management Plan
DPO	Data Protection Officer
EB	Executive Board
EC	European Commission
EU	European Union
EMC	Erasmus Universitair Medisch Centrum Rotterdam
ExAB	External Advisory Board
GA	General Assembly
GDPR	General Data Protection Regulation
HUA	Charokopeio Panepistimio
IM	Innovation Manager
ECSA	Verein Der Europaeischen Burgerwissenschaften - ECSA E.V.
IISPV	Fundació Institut d'Investigació Sanitària Pere Virgili
M	Month
MS	Milestones
NDA	Non-Disclosure Agreement
PC	Project Coordinator
PI	Principal Investigator
PMB	Project Management Board
QAP	Quality Assurance Plan
Q&E	Quality & Ethics
RMP	Risk Management Plan
RP	Reporting Period
RRI	Responsible Research and Innovation
RV	Review
SEEDS	Science Engagement to Empower Disadvantaged Adolescents
STEM	Science, Technology, Engineering and Mathematics
SWAFS	Science With And For Society
TLs	Tasks Leaders
UOE	University of Exeter
V	Version
WP	Work Package
WPLs	Work Package Leaders

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Figure 2. Relation among work packages.

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EXECUTIVE SUMMARY

Science Engagement to Empower Disadvantaged Adolescents (SEEDS) aims at fostering science interest, literacy and STEM (Science, Technology, Engineering and Mathematics) education, by raising the health understanding, also pursuing the empowerment of youth in an extreme citizen science based on the participation of leader' adolescents in all the research process: identifying adolescents barriers and necessities for having a healthy lifestyles, designing a community-based public intervention for adolescents of low-socioeconomic areas and with stakeholders participation, interpretation of the data and dissemination to community.

The present document provides an overview of the management structures and procedures that will ensure an efficient execution and high quality excellent implementation of the SEEDS project, setting the tasks, rules and responsibilities of the partners aimed at ensuring a good quality and progress of the work. It is interesting to note that all completion dates are referred as calendar days.

1. INTRODUCTION

1.1. Consortium

The SEEDS Consortium joins a multidisciplinary partnership built from two health research institution located in Spain (Institute of Health Research Pere Virgili, Reus) and The Netherlands (Erasmus Medical Center, Rotterdam), two Universities from different countries including The United Kingdom (University of Exeter, Exeter) and Greece (Harokopio University, Athens) and finally, one local administration from The Netherlands (City of Rotterdam, Rotterdam). The Consortium is complemented by an international Civil Society organisation working specifically in Citizen Science based in Germany (European Citizen Science Association, Berlin). More importantly, all SEEDS partners shared a core belief that more can be done to create a better (and healthier) future for adolescents from low-income neighbourhoods.

As shown in Figure 1, SEEDS partners bring the necessary relevant and complementary competences, research and technical staff, infrastructures and resources to guarantee that SEEDS will reach its objectives.

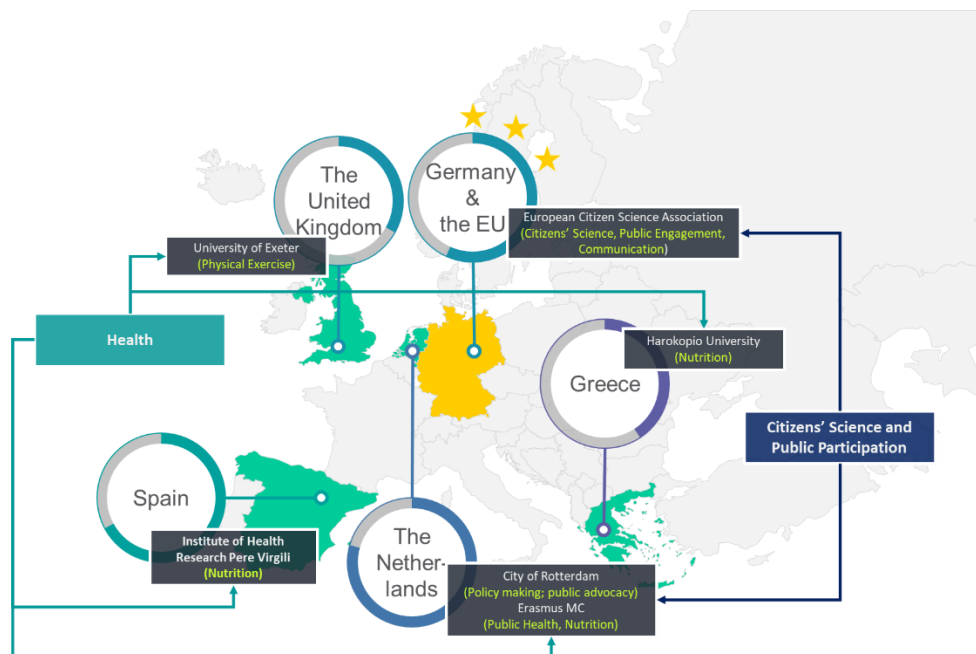


Figure 1. The SEEDS Consortium.

A Consortium Agreement (CA) was signed at the beginning of the project based upon Regulation (EU) No. 1290/2013¹, and the [European Commission Multibeneficiary General Model Grant Agreement](#)² and its Annexes, and is made on 01/01/2021.

The purpose of this CA is to specify with respect to the Project the relationship among the partners, in particular, concerning the organisation of the work between the partners, the management of the Project and the rights and obligations of the partners concerning *inter alia* liability, access rights and dispute resolution.

1.2. Work packages

SEEDS is comprised of six work packages (WP): three are considered Transversal and three Core. The WPs' list and its corresponding lead beneficiary is shown in Table 1 and the relation among WPs is shown in Figure 2.

- In the **Transversal group** are included: WP1, which includes the administrative, financial and quality management; WP5, which will ensure the project's objectives reach the right audiences, provide policy recommendations and scale-up strategies for fostering the SEEDS' sustainability; and WP6, which focuses on Data Management and ethics protocols to ensure the highest ethical standards are maintained throughout the project cycle, which is of particular interest as SEEDS works with minors.
- In the **Core group** are included: WP2, which will design all the interventions to ensure processes are harmonised; WP3, which will implement SEEDS activities (Makeathons and intervention in high schools); and WP4, which will monitor all the activities in the different pilot sites and analyse the results of the different interventions implemented in four pilot-sites and of the SEEDS pilot interventions. This WP runs in parallel with WP3 to guarantee independence between the interventions implemented in each of the four pilot-sites and their evaluation and thus, ensure that conclusions are not contaminated.

Table 1. List of work packages and their leaders.

Nº	Work package title	Lead beneficiary
1	Project Management	IISPV
2	Design of the SEEDS approach	EMC
3	Implementation of the Citizen Science interventions	IISPV
4	Evaluation of the SEEDS approach	HUA
5	Communication, Dissemination and Exploitation	ECSA
6	Data Management and Ethics Protocols	IISPV

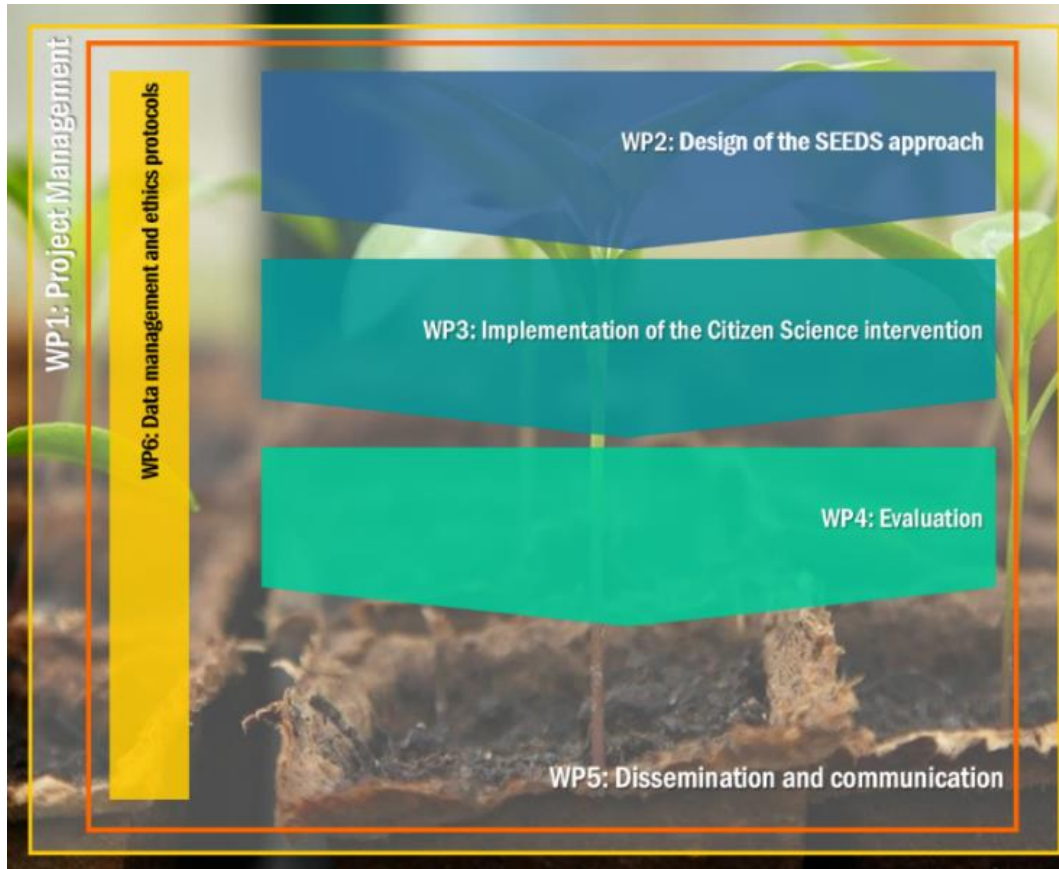


Figure 2. Relation among work packages.

2. PROJECT MANAGEMENT STRUCTURE

The project management structure (see figure 3) fits the complexity and scale of the project and ensures transparency, flexibility and fluency of the project management as the decision making is always made at the appropriate level with a clearly defined succession of responsibility.



Figure 3. Project management structure.

2.1. Project Coordinator

The SEEDS project is coordinated by **IISPV** who has the responsibility of technical and scientific management and will be the interface between the project Consortium and the EC and will perform all tasks assigned through the EC-Grant Agreement and in the CA. The Project Coordinator (PC) will be responsible for management tasks:

- Monitoring compliance by the partners with their obligations;
- Keeping the address list of members and other contact persons updated and available;
- Maintaining communication channels within the Consortium and with the EC;
- Collection, review and submission of information on project progress, reports and other deliverables to the EC;

- Planning and preparing project meetings and agendas, proposing decisions, chairing the meetings, preparing the minutes of the meetings and monitoring the implementation of decisions taken;
- Promptly transmitting documents and information connected with the project;
- Administering the EC financial contribution and fulfilling the financial tasks required.

The scientific coordination will be the maximum responsible of study design, study implementation and study evaluation. The PC will establish a robust project management task framework concerning project methodology for organization, planning and control which is fully designed to:

- Regularly assess the ability to fulfil the stated objectives of the project with the resources available;
- Prioritise problems, help to find means of solving them and facilitate decision-making;
- Ensure the timely and cost-effective delivery of the identified outputs and outcomes;
- Maintain acceptable standards of quality;
- Achieve the outputs and outcomes identified for the SEEDS Project.

Moreover, the PC, to follow the tasks, will be responsible for the schedule control, that is, the preparation and update of the project schedule, as derived from the tasks and WP descriptions. For that, the PC will perform the following tasks:

- Update the project schedule including also milestones;
- Keep track of milestone achievement and of the tasks work in progress in any WP;
- Extract data to generate progress reporting;
- Identify the causes of problems;
- Assess possible recovery means;
- Report to the EC on any problem and the results of the assessment performed.

SEEDS Project Coordinator is Prof. Rosa Solà, MD, PhD (IISPV) who has already coordinated 4 competitive projects involving the improving of healthy lifestyles in youth. She is the coordinator of the NFOC-SALUT Group (Functional nutrition, oxidation and cardiovascular diseases research group ID SGR2017) and her group has a track record in designing and implementing educational programs based on new methodological strategies for the nutrition and health promotion to tackle obesity, a cardiometabolic risk factor, in youth. Prof. Solà combines her university lectureship with research and her career in the field on Internal Medicine. She has 220 scientific articles published in International indexed journals, 80% in first quartile indexed journals (70% D1) and 70% as first, corresponding author or responsible author.

2.2. Administrative/Financial Coordinator

The Administrative/Financial Coordinator from **IISPV** will manage all the financial issues as EU contribution and partner's payments and will advise all partners in order to meet all the EC administrative and financial requirements. The Financial Coordinator will be responsible for cost

monitoring and management within the project and will define and update the cost breakdown structure in a way that is compatible with the cost categories used by the partners. Those costs incurred will be monitored and reported by the PC at least on a semi-annual basis. With respect to payments, costs statements will be prepared and signed by the PC and submitted to the EC every official period. The PC will also be responsible for following up the payment status for the invoices submitted to the EC. The payments shall be claimed in accordance with the payment plan defined by the Grant Agreement signature and the CA.

The International Projects Unit from IISPV is in charge of the SEEDS Administrative/Financial Coordination and will be represented by Alba Martí-Roig MSc, who has a proven track record in Project Management and, specifically, in Financial Administration.

2.3. General Assembly

The General Assembly (GA) is the strategic decision-making body of the Consortium, as established in the CA, and shall consist of one representative of each partner. The PC shall chair all meetings of the GA, unless decided otherwise by the GA. The main issues to be covered by the GA are the following:

- Agree all the key decisions concerning the project;
- Agree activity plans and the budget;
- Act as liaison among relevant stakeholders, establishing any necessary contacts required;
- Approve the project plan and any changes of the plan;
- Decide on the procedures, operational rules, technologies and standards to adopt in the project;
- Decide on content, finances, intellectual property rights and evolution of the Consortium; and
- Propose recommendations and directions to improve the project management.

Any partner should be present or represented at any meeting; may appoint a substitute or a proxy to attend and vote at any meeting; and shall participate in a cooperative manner in the meetings. The list of GA representatives is shown in Table 2.

Table 2. General Assembly representatives.

Partner	General Assembly representatives
IISPV	Rosa Solà
UOE	Dimitris Vlachopoulos
HUA	Yannis Manios
CoR	Wilma Jansen
ECSA	Claire Murray
EMC	Famke Mölenberg

Regarding the **preparation and organization of the meetings:**

- Notice of a meeting: the PC will notice it no later than 14 days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting.
- Convening meetings: ordinary meetings shall take place at least once every six months and extraordinary meetings shall take place at any time upon written request of any member.
- Sending the agenda: the PC will send it no later than 14 days preceding the meeting, or 7 days before an extraordinary meeting. An agenda template will be available at the shared workspace.
- Adding agenda items: any partner may add an item to the original agenda by written notification to all of the other partners no later than 7 days preceding the meeting. Nevertheless, during a meeting of the GA, the partners present or represented can unanimously agree to add a new item to the original agenda.
- Minutes of meetings: the PC shall produce written minutes of each meeting which shall be the formal record of all decisions taken and send them to all members within 10 days of the meeting. The minutes shall be considered as accepted if, within 15 days from sending, no member has sent an objection in writing to the PC with respect to the accuracy of the draft of the minutes. A minutes' template will be available at the shared workspace.
- Decisions: Decisions will only be binding once the relevant part of the minutes has been accepted. Any decision may also be taken without a meeting if the PC circulates to all members of the GA a written document, including the deadline for responses. Decisions taken without a meeting shall be considered as accepted if, within 15 days, no partner has sent an objection in writing to the PC. The decisions will be binding after the PC sends to all partners a written notification of this acceptance.

Regarding the **voting rules and quorum**:

- The GA shall not deliberate and decide validly unless two-thirds (2/3) of its members are present or represented (quorum). If the quorum is not reached, the PC shall convene another ordinary meeting within 15 days. If in this meeting the quorum is not reached once more, the PC shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of members are present or represented.
- Each partner present or represented in the meeting shall have one vote.
- Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

The GA has the authority to dismiss WP Leaders in case of major deviation from the agreed plan of work, provided it can suggest an alternative person and have this person approved by a 2/3 majority of the partners. Additionally, the GA takes major contractual decisions, such as modification of budgets, removal or replacement of partners, retaining of payment for partners not properly performing, etc.

Regarding the **veto rights**:

- A partner which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the GA may exercise a veto with respect to the corresponding decision or relevant part of the decision.
- When the decision is foreseen on the original agenda, a partner may veto such a decision during the meeting only.
- When a decision has been taken on a new item added to the agenda before or during the meeting, a partner may veto such decision during the meeting and within 15 days after the draft minutes of the meeting are sent.
- When a decision has been taken without a meeting a partner may veto such decision within 15 days after written notification by the PC.
- In case of exercise of veto, the partners shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all partners.
- A partner may neither veto decisions relating to its identification to be in breach of its obligations nor to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the Consortium or the consequences of them.
- A partner requesting to leave the Consortium may not veto decisions relating thereto.

2.4. Executive Board

The PC, the Quality and Ethics (Q&E) Manager, the Dissemination and Communication (D&C) Manager, and the Innovation Manager (IM) will together represent the Executive Board (EB). The EB will manage the issues concerning the quality control, innovation, communication and dissemination issues, efficiently handling of data management issues and will supervise the work of the Project Management Board (PMB), support the decision making, the organization of meetings, and the conflicts resolution.

2.4.1. Quality & Ethics Manager

The Q&E Manager, represented by Lucía Tarro and Elisabet Llauredó from **IISPV**, has the responsibility of dealing and monitoring ethical aspects throughout the duration of the project as well as overseeing the promotion of gender equality and assessing relevant ethics and gender issues entailed by the project, with the mission of protecting the rights, equality, security and welfare of the participants in the project. Q&E Manager also supports the PC in ensuring the scientific and technical quality of the project, and more specifically, include the following activities:

- Monitor the quality of the technical roll-out of the work plan and adopt actions to correct deviations;
- Supervise and ensure the quality of the preparation of deliverables and of documents;
- Ensure the consistency of the project reports and deliverables delivered to the EC.

2.4.2. Dissemination & Communication Manager

The D&C Manager, represented by Claire Murray from **ECSA**, is responsible for leading all important decisions regarding the D&C of each outcome of the SEEDS project and will work closely with the partners ensuring up-to-date and effective communication and interaction with targeted audiences, leading to optimally exploited results. As result, D&C includes the following activities:

- Monitoring the achievement of milestones and their dissemination;
- Developing and plan the implementation of the exploitation plan;
- Supervising the scientific dissemination.

2.4.3. Innovation Manager

The IM, represented by Wilma Jansen from **CoR**, is responsible for ensuring that the innovations, scientific advances, communication and marketing strategies are well-aligned. Thus, to achieve and to ensure an adequate management of all innovation assets, CoR is in charge of monitoring the potential opportunities to bring innovation to the society and exploit them.

2.5. Project Management Board

The PMB is ultimately responsible for the management of the project and consists of the Work Package Leaders (WPLs) chaired by the PC. The PMB will hold meetings twice a year, if possible, in conjunction with the plenary or technical meetings to balance the cost of travel and progress monitoring. The PC or any partner can call an extraordinary PMB meeting. The status review on the project state (progress assessment with respect to the milestones, updated deliverables, and quality checks) are prepared before the PMB meetings. On a regular basis, the PMB members will communicate via telephone, on-line conferences and e-mail. The list of WPs and their leaders has been shown in Table 1.

The main responsibilities of the PMB are the following:

- Structure and propose activity plans and the budget;
- Ensure the effective integration of the WP;
- Review reports on the activities carried out since the previous meeting;
- Monitor the overall progress of the work packages against objectives and timescales;
- Assessing, supporting and guiding the performance of the project on a strategic level covering the planning, control, financial, technical and scientific matters as well as exploitation and dissemination;
- Resolving possible conflicts and achieving consensus on project issues;
- Monitoring the performance of the project and ensuring the quality of the procedures and results; and
- Managing risks.

2.6. Work Package Leaders and Task Leaders

The WPLs and the Task Leaders (TLs) will be responsible for the detailed implementation of the WPs and tasks and preparation of the corresponding deliverables. The list of tasks and their leaders is shown in Table 3.

Table 3. Tasks and their leaders.

WP	Task	Leader
WP1	Project coordination	IISPV
	Administrative and financial management	IISPV
	Internal evaluation and quality and risk management	IISPV
WP2	Revision of best practices, success cases and theoretical frameworks	IISPV
	Implementation and analysis of focus groups	EMC
	Definition of key concepts	ECSA
	Definition of study protocol, toolbox and instruments	CoR
WP3	Makeathons implementation: co-creation process	ECSA
	SEEDS local interventions	IISPV
WP4	Evaluation framework	HUA
	Development of the assessment tools for the evaluation	HUA
	Database creation and analysis	HUA
	Impact evaluation of the intervention	EMC
	Process evaluation of the intervention	UOE
WP5	Dissemination and networking strategy and activities	ECSA
	Communication and engagement plan and execution	ECSA
	Scientific dissemination	UOE
	Policy recommendation	CoR
	Exploitation and sustainability strategy	ECSA
WP6	Ethics management	IISPV
	Ethical protocols	IISPV
	Data management	UOE

The WPLs perform operative management at the level of their WP and are responsible for the following activities:

- Reporting progress at meetings and in management reports;
- Logging major decisions related to any deviation to the work plan;
- Coordinating the activities of the task leaders; and
- Highlighting any partners whose contributions are of insufficient or of unacceptable quality.

The WPLs report to the EB and to the PMB (if the latter requires more detailed information on some issue). The TLs assist the WPLs in planning, managing and performing their respective

tasks in the WP context. If there are any issues relating to WP/task development or leadership, an extraordinary meeting will be organized by the GA to solve them.

2.7. External Advisory Board

An External Advisory Board (ExAB) has been created (Table 4) with a group of external experts with complementary profiles and internationally consolidated expertise in the areas of STEM education, Sociology of Health/Social Epidemiology, Nutrition and Exercise, and Sociology of Education. In addition, Civil Society Organisations have also been reached in order to foster the ExAB outcomes and recommendations contributing to an outstanding result during the SEEDS lifecycle.

Table 4. External Advisory Board members and their affiliations.

External Advisory Board	
Member	Affiliation
Carmen Cabezas, PhD	Health Promotion Department, Catalan Government (Spain)
Francisco Xavier Rius, PhD	Caritas Diocesana, Official Confederation of charitable and social action entities of the Catholic Church (Spain)
Luis Gracia Marco, PhD	Department of Physical Education and Sport, Faculty of Sport Sciences, University of Granada (Spain)
Stuart Ball	STEM Learning, the biggest relevant organisation in the UK and supported by the Department of Education (The United Kingdom)
Odysseas Androutsos, PhD	Department of Nutrition and Dietetics, School of Physical Education, Sport Science and Dietetics, University of Thessaly (Greece)
Theodora Mouratidou, PhD	Department of Nutrition and Dietetics, School of Health Sciences, Hellenic Mediterranean University (Greece)
Sophy Palmer, PhD	Public Engagement Manager for the Rutherford Appleton Laboratory. Science, Technologies and Facilities Council (The United Kingdom)
Alice Motion, PhD	School of Chemistry, Faculty of Science, University of Sydney (Australia)
Judith Pauwelsen	Head of the Department Sport, Nature and Recreation, City of Rotterdam (The Netherlands)
Stef Kremers, PhD	Department of Health Promotion, Faculty of Health, Medicine & Life Sciences, University of Maastricht (The Netherlands)

The ExAB will commit to the following requirements:

- To sign a Non-Disclosure Agreement (NDA) between all partners and each ExAB member no later than 30 days after their nomination or before any confidential information will be exchanged, whichever date is earlier.
- To sign a written consent to the appointment as member of the ExAB and to the publication of names, surnames, work and membership information.
- To send a written undertaking to notify the PC all factors that could lead to conflicts of interest.

- To participate in the GA meetings once a year.
 - They will assist and facilitate the decisions made by the GA, but without a right to vote.
 - They will also be invited to project meetings when relevant to provide feedback on the project progress and research programme.
- To advise on relevant scientific matters, quality and significance of the activities and results of the SEEDS project.
- To monitor the progress of work and supervise the scientific work also with respect to potential bias.
- To increase interest in and awareness of the research within the scientific, policy, and non-academic communities.
- To support the dissemination of the results generated by the research effort.
- To facilitate access to additional relevant organizations and stakeholders.

2.8. Decision-making and conflict resolution

The project management structure has three hierarchy layers of decision-making, each with clearly defined responsibilities, striving to balance control and delegation of responsibility:

- At the strategic level decisions are made by the GA and monitoring is performed by the PMB.
- The daily overall administration and coordination of the project is performed by the PC with support of the EB.
- At WP level, management is the responsibility of the WPLs and TLs.

A procedure will be established determining the resolution flow of any conflict that could arise. The resolution procedure will include guidelines based on the following conditions:

- A conflict will only be considered when communicated and fully documented through the established procedure;
- A conflict will be treated in different ways depending on the conflict type (technical, administrative or managerial), and if it is local to a WP and its associated partners, or whether it can have an impact on other WPs or partners.
- At each level of the conflict (WP, Project, PMB, GA) an agreement between parties will be sought. If the resolution is not possible, the conflict will be passed to the next higher level until GA. If any conflict is eventually not solved at the GA level, it will be presented to the EC Project Officer. However, partners will ensure that every possible route is taken before needing to take this particular action.

2.9. Conflict of interest

All partners must take all measures to prevent any situation where the impartial and objective implementation of the project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (**“conflict of interests”**).

They must formally notify to the EC without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The EC may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

2.10. Gantt chart

The SEEDS Gantt chart, which reflects the time-frame for the project, has been updated according to the decisions made on the kick-off meeting and later meetings, and then approved by all partners. All versions will be available at the shared workspace.

3. COMMUNICATION AND COLLABORATION TOOLS

3.1. Internal communications

Any notice to be given shall be in writing to the addresses and recipients as listed in the most current address list kept by the PC. The internal address list is accessible to all partners and available at the shared workplace. Any change of persons or contact details shall be notified immediately by the respective partner to the PC.

If a formal notice, consent or approval shall be given, such notice shall be signed by an authorized representative of a partner and shall either be served personally or sent by mail with recorded delivery with receipt acknowledgement.

The following e-mail header will be added to the subject line to facilitate the internal communications: **SEEDS**. If any documents are shared through e-mail, they should be linked (from the shared workspace) and attached to e-mails for easy reference.

Any doubt, question and notification relating to the SEEDS project shall be directed to **upi@iispv.cat**. The PC will then coordinate the actions need to be taken.

3.2. Communications with the EC

All communications with the EC will be channelled by the PC, who is the legal entity acting as the intermediary between the partners and the EC. They must be made in writing and bearing the **number of the Grant Agreement: 101006251** through the [Participant Portal electronic exchange system³](#) and using the forms and templates provided there.

3.3. Consortium meetings

The PC will organise, together with the hosting partner, the 5 project meetings: kick off plus 2 per year (see Table 5). In these meetings, WPLs will make formal presentations covering progress on each of the active tasks and the actions needed for the following period. In addition, monthly virtual meetings will be carried out to monitor and keep project progress on track. In these current times, it is possible that all meetings have to take place on-line.

Table 5. Foreseen meetings. M: Month.

Event	Partner responsible	Location
M1 – Kick-off meeting	IISPV	On-line
M6	CoR	On-line
M12	UOE	Exeter (UK)/On-line
M18	HUA	Athens (GR)/On-line
M24 – Final meeting	ECSA	Brussels (BE)/On-line

The meetings of the project, which can be ordinary or extraordinary, will be convened by the PC and will be run using the *Microsoft Teams Conference Tool*. Additionally, *ad hoc* meetings can be arranged by the WP/Task leaders to discuss specific issues. All partners should be present or represented at any meeting; may appoint a substitute to attend; and shall participate in a cooperative manner in the meetings. The procedure is explained in further detail below:

- The responsible (the PC or the WP/Task leader) will send the call for the meeting to all partners at least 10 days before the due date. If all partners agree, the date and timetable will be established. If not, a new date or timetable should be arranged.
- The responsible (the PC or the WP/Task leader) will send the Agenda to all partners at least 7 days before the meeting. Any partner may add an item to the original agenda by written notification to all of the other partners no later than 5 days preceding the meeting. Nevertheless, during the meeting, the members present or represented can unanimously agree to add a new item to the original agenda. An agenda template will be available at the shared workspace.
- The slides or supplementary information, that will be used for the oral presentation by each partner, shall be shared with the responsible (the PC or the WP/Task leader) before the meeting. These documents will be uploaded to the shared workspace after the meeting, unless any modification was needed.
- The responsible (the PC or the WP/Task leader) will act as moderator during the meeting.
- After each meeting, the responsible (the PC or the WP/Task leader) shall produce written minutes which shall be the formal record of all decisions taken and send them to all members within 10 days of the meeting. A minutes' template will be available at the shared workspace.
- The minutes shall be considered as accepted if, within 15 days from sending, no member has sent an objection in writing to the PC with respect to the accuracy of the draft of the minutes. If a partner objects in writing to the accuracy of the minutes, and all other partners agree that the minutes are correct, then the objecting partner will be overruled.

3.4. External communications

The project and its results must be promoted by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner. The communication overarching goal is to raise engagement and awareness of the SEEDS issue.

The D&C Manager, represented by Claire Murray from **ECSA**, is responsible for the communication strategy, which will spread general information to raise awareness, contribute to the dissemination and exploitation strategies and support the proposed citizen engagement activities targeting Quadruple Helix stakeholders, as shown in Figure 4. These strategies and activities will be set out on the **Deliverable 5.1. Dissemination Strategy and Communication Plan**, which will be submitted on M3.



Figure 4. Quadruple helix of innovation.

Any communication activity related to the project (including in electronic form, via social media, etc.) must include a disclaimer indicating that it only reflects the author's view and that the EC is not responsible for any use that may be made of the information it contains (please, check section 6.1. in this Handbook). Moreover, they must display the EU funding by including the EU emblem and the following text:

- For communication activities: *"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101006251".*
- For infrastructure, equipment and major results: *"This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101006251".*

Before engaging in a communication activity expected to have a major media impact, the partners must inform the GA and the EC.

The SEEDS logo (as shown in Figure 5) must also be included to enhance the project's dissemination, communication, and exploitation. All partners agreed on removing the project title from the logo as the word "disadvantaged" could entail adolescents' stigmatization.



Figure 5. The SEEDS project logo.

3.5. Document exchange platform

An appropriate document exchange platform, to which only SEEDS partners can access, will be created by the UOE, in charge of data management, to facilitate the accessibility and exchange of general documents.

In case of personal data, each partner will store those data locally to ensure General Data Protection Regulation (GDPR)⁴ compliance and will upload to the shared platform only those data that have been previously pseudo-anonymised.

3.6. Templates

A series of templates will be available at the shared workspace to streamline processes and achieve a unified approach to project documentation and communication amongst project partners:

- Agenda template.
- Presentation template.
- Minutes' template.
- Report template.
- Deliverable template.
- Peer review template.
- Non-Disclosure Agreement.
- Informed consents (see WP2 folder).
- Recruitment letters (see WP2 folder).
- Timesheet and declaration on exclusive work for the action.

Additionally, a guide style document will also be available at the shared workspace.

3.7. Website and social media platform

All the intermediate and final results (e.g. activities, publications, news, etc.) of the project will be published at the SEEDS website: <https://seedsmakeathons.com> to reach a broad range of audiences. Dissemination through digital channels and social media will also be considered using the SEEDS twitter account: **@SMakeathons** and existing communication channels from all SEEDS partners.

4. ADMINISTRATIVE PROJECT MANAGEMENT

4.1. Keeping records and other supporting documentation

The PC has the overall responsibility of creating, coordinating and submitting periodic reports to the EC, but all partners must — for a period of five years after the payment of the balance — keep records and other supporting documentation (the original documents) to prove the proper implementation of the action and the costs they declare as eligible. They must make them available upon request or in the context of checks, reviews, audits or investigations. Technical and financial information from the partners will be collected by IISPV on a semi-annual basis.

Notwithstanding the foregoing, each partner must keep records according to its institution procedures (e.g. 10 – 15 years).

4.2. Reports

The PC must submit to the EC via the [Funding & Tenders Portal](#)⁵ the technical and financial reports, including requests for payment, and must be drawn up using the forms and templates provided in the electronic exchange system (see Figure 6). All reports (technical and financial reports, including financial statements) must be submitted in English.

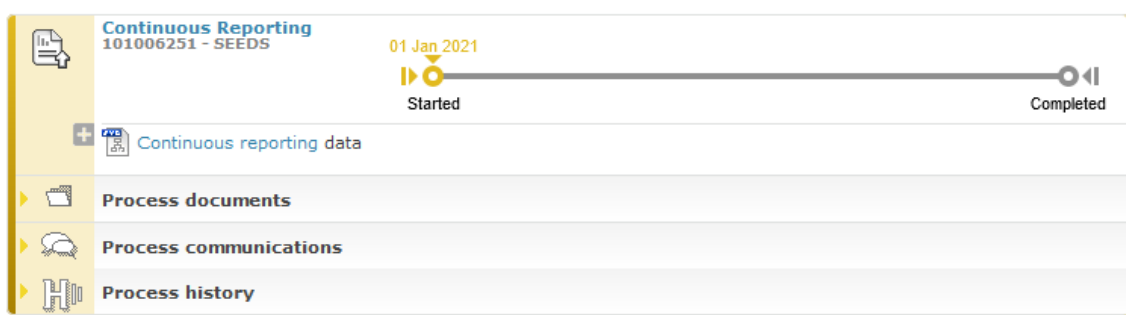


Figure 6. Continuous reporting screenshot.

The project is divided into the following **reporting periods (RP)**:

- RP1: from month 1 to month 9 (01/01/2021 – 30/09/2021).
- RP2: from month 10 to month 24 (01/10/2021 – 31/12/2022).

All partners have to contribute to these reports and therefore need to allocate time to internal project management providing the necessary information on work progress, efforts, costs and resources used. The procedure is explained in further detail below:

- 3 months before the due date for each RP, the PC will inform all partners about requirements and obligations for the upcoming report, suggest a report generation work plan and provide templates (which will be available at the shared workspace). The technical reports are carried out on WP level and therefore should be supported by corresponding WPLs.

- 1 month before the due for each RP, all partners will provide the requested input to the PC (except final financial statements). Once all documents are collected, the review process is triggered.
- The PC will have 2 weeks to verify and approve the report, with the assistance of WPLs, if necessary.
- The PC will inform the partners if any change is necessary, generate the final version and submit it, including all complementary documents, to the EC.

4.2.1. Periodic reports

The periodic report must be submitted within 60 days following the end of each reporting period and must include the following:

- a **'periodic technical report'** containing:
 - an explanation of the work carried out;
 - an overview of the progress towards the objectives of the action, including milestones and deliverables;
 - a summary for publication by the EC;
 - the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;
- a **'periodic financial report'** containing:
 - an 'individual financial statement' from each beneficiary, for the reporting period concerned;
 - an explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each partner, for the reporting period concerned;
 - a 'periodic summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment.

Each partner must submit the individual financial statements for itself (and if required, certificates on the financial statements) and the data needed to draw up the technical reports to the PC in good time.

4.2.2. Final reports

In addition to the periodic report for the last reporting period, **the PC must submit the final report within 60 days following the end of the last reporting period** and must include the following:

- 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;
- a **'final financial report'** containing:
 - a 'final summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance, and
 - a 'certificate on the financial statements' for each partner.

Each partner must submit the individual financial statements for itself (and if required, certificates on the financial statements) and the data needed to draw up the technical reports to the PC in good time.

4.2.3. Financial statements

Each partner shall be solely responsible for justifying its costs with respect to the project towards the EC. All partners must fill in their own financial statement, electronically sign it and submit it to the PC in good time. The individual financial statement must detail the eligible costs for each budget category.

Costs are eligible if they comply with the general and specific conditions set out in the Article 6 of the Grant Agreement. A Financial and Justification Rules workshop will be organized by the Administrative/Financial Coordinator to explain the fundamental requirements of financial reporting and resolve any queries with respect to the costs eligibility. Each partner has appointed an Administrative/Financial Coordinator (see Table 7) who will attend to this workshop (or will be represented) and will be in charge of administrative/financial management.

Table 7. Administrative/Financial Coordinators per partner.

Administrative/Financial Coordinator	Partner
René Keijzer	CoR
Nadja Fox	ECSA
Kyra Ubaghs	EMC
Christina Mavrogianni	HUA
Alba Martí-Roig	IISPV
Cath Jones	UOE

As previously explained in section 3.1., all partners must keep the records and documentation supporting the costs declared, in particular the following:

- for actual costs: adequate records and other supporting documentation to prove the costs declared, such as contracts, subcontracts, invoices and accounting records.

- for unit costs: adequate records and other supporting documentation to prove the number of units declared.
- for flat-rate costs: adequate records and other supporting documentation to prove the eligibility of the costs to which the flat-rate is applied.

They are not deliverable items and will not be submitted to the EC (except upon request). Nevertheless, during the reporting period, payrolls and their corresponding timesheets, invoices and proofs of payment have to be sent to the PC for verification purposes.

It must be taken into account that financial statements must be drafted in euro. Partners with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the Official Journal of the European Union, calculated over the corresponding reporting period.

4.2.4. Time recording

For personnel costs, the partners must keep time records for the number of hours declared for a person as they must be identifiable and verifiable. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly. A suitable template will be provided by the PC at the shared workspace.

As an exception, for persons working exclusively on the action, there is no need to keep time records, if the beneficiary signs a declaration confirming that the persons concerned have worked exclusively on the action. This declaration will also be available at the shared workspace.

4.3. Project reviews and audits

The EC may — during the implementation of the action or afterwards — carry out reviews (RV) or audits on the proper implementation of the action and compliance with the obligations under the Grant Agreement.

- RV/Audits may be started up to 2 years after the payment of the balance and will be formally notified to the PC or partner concerned (the starting date is the date of the formal notification).
- RV/Audits may carry out directly (using EC staff) or indirectly (using external experts) but their identity will be informed to the PC or partner concerned. An objection can be done on grounds of commercial confidentiality.
- The PC or partner concerned must provide — within the deadline requested — any information to verify compliance with the Grant Agreement.
- The PC or partner concerned may be requested to participate in meetings, including with external experts.
- For on-the-spot RV/audits, the partners must allow access to their sites and premises, including to external persons, and must ensure that information requested is readily available.

- Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a “**review report**” or a “**draft audit report**” will be drawn up and formally notify to the PC or partner concerned, which has 30 days to formally notify observations (‘contradictory RV/audit procedure’). The “**final audit report**” will take into account observations by the PC or partner concerned and will be formally notified.

4.4. Deliverables

The PC must submit the deliverables identified in **Annex I**, in accordance with the timing and conditions set out in it. If one or more of the partners is late in submission of any project deliverable, the PC may nevertheless submit the other partners’ project deliverables and all other documents required by the Grant Agreement to the EC in time.

The PC is responsible for ensuring that all project deliverables are controlled and revised effectively, including the template, identification, delivery process and quality. The procedure is explained in further detail below:

- The lead partner will nominate the team of authors and decide the deliverable outline according to the baseline established in the Grant Agreement.
- A deliverable template will be available at the shared workspace, including a version control sheet. It is interesting to highlight the importance of the version control sheet to avoid misunderstandings.
- The PC will send a kind reminder with respect to the deliverable submission to the lead partner 45 days before the due date.
- An internal quality assurance review will be carried out following the procedure and timing detailed below:
 - 15 days before the due date (or 20-30 days, if possible), the lead partner will send the draft deliverable to all partners for reviewing.
 - The reviewers will have 7 days to send out their response. A peer review template (see **Annex III**) will be available at the shared workspace to facilitate this task.
 - Upon receiving those comments, the lead partner will have 2 days for addressing them and producing a final version which will be send back to the reviewers for the final check.
 - The reviewers will have 2 days for checking if all comments were addressed and will send a declaration of approval to the lead partner and the PC.
 - 4 days before the due date, the lead partner will send the final version to the PC for its submission to the EC in good time.
- Besides the peer review template, if any change is necessary within the document, the “track change” option will be used.

- The deliverables will be sent to all participants, but they should be reviewed by at least one representative per partner. If a partner would not give any feedback before the due date, the deliverable will be considered as approved by this partner.
- After the reviewing period, the deliverable will be considered accepted if at least 2 revisions have been carried out.
- The PC is the responsible for submitting the final version to the EC and sharing it with the rest of the Consortium via the shared workspace.
- The PC will coordinate any amendment requested by the EC and the project reviewers, but the amendment itself has to be carried out by the authors in charge of the deliverable.

4.5. Milestones

Milestones (MS) are control points where decisions are needed with regards to the next stage of the project. The main milestones of SEEDS project are described in **Annex II**, together with the means of verification of the achievement of the referred milestone.

4.6. Quality assurance

The quality and progress of the project will be monitored at various levels in the management structure, guided by specific milestones including means of verification that have been defined for each WP. All partners will be actively committed to the planning, deliverables, and milestones through the technical and innovation management.

The progress will be monitored through the regular Consortium meetings in which problems identified by WPLs can be discussed. If necessary, corrective actions will be proposed to the GA for approval. The ExAB will be invited to attend the project meetings and to provide feedback on the project progress and research programme.

The Q&E Manager, represented by Dimitris Vlachopoulos from UOE, has coordinated the elaboration of the **Quality Assurance Plan (QAP)** that defines the quality control procedures and monitor their application during the course of the project. The QAP is based on the ISO-9001:2015⁶ standard and can be found in the **Annex IV** at the end of this deliverable.

4.7. Risk management

The PC will perform the risk management activities in coordination with the PMB. An initial risk assessment was performed during the proposal preparation and its results will serve as a baseline for the Risk Management Plan (RMP), which will be released as part of the **Deliverable D.1.2. Internal evaluation framework including Risk Management Plan** on M24. Risk management will be a continuous task performed during the whole project runtime, incorporating assessment of the risks and measures as well as definition and execution of risk recovery actions. The RMP will be updated at least every 6 months and will be included in the annual progress reports.

5. ETHICAL GUIDELINES

The project will be implemented in compliance with ethical principles, including the highest standards of research integrity and applicable international, EU and national law. The fundamental principle of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity⁷ — must be respected and means that partners must ensure that persons carrying out research tasks follow the good research practices and refrain from the research integrity violations described in this Code.

Activities raising ethical issues must comply with the **“ethics requirements”** set out in **Deliverable 6.1. Ethical Management Plan**, which will be released on M3.

Before the beginning of an activity raising an ethical issue, each partner must have obtained any Ethics Committee opinion required under national law and any notification or authorisation required under national and/or European law needed for implementing the action tasks in question. Each partner must submit the Ethics Committee opinions and notifications or authorisations for activities raising ethical issues to the PC in good time.

The documents must be kept on file and be submitted upon request by the PC to the EC. If they are not in English, they must be submitted together with an English summary, which shows that the action tasks in question are covered and includes the conclusions of the Committee or Authority concerned (if available).

5.1. Data protection and privacy

SEEDS will collect data from highly vulnerable populations – adolescents in deprived areas and communities living in those areas – as well as from teachers, public administration officers (including teachers), civil society entities and business. The research into vulnerable populations always suppose an additional barrier and some challenges that must be addressed from a comprehensive Ethics and Privacy approach.

The Data Protection Officer (DPO), represented by Dimitris Vlachopoulos from UOE, will outline how data should be handled during the project life and after its completion and will ensure that data is well-managed and appropriately stored in the future. Complementarily, a Data Security Supervisor has been appointed by partners that collected participant data to ensure the GDPR⁴ compliance (Table 7).

Table 7. Data Security Supervisors.

Partner	Data Security Supervisor
IISPV	Elisabet Galve
UOE	Dimitris Vlachopoulos
HUA	Konstantinos Leivaditis
EMC	Petra de Vries

ECSA and CoR will not collect those data, and therefore they do not need to assign a Data Security Supervisor.

The PC commits to following the relevant national legislation supported by all partners and EU regulation where it applies to the work carried out. The European legal framework already provides many safeguards ensuring that data privacy is maintained throughout any research or service delivery process thanks to the Regulation (EU) 2016/679 (GDPR)⁶. Activities raising data protection issues must also comply with the “**data protection requirements**” set out in the **Deliverable 6.2. Data Management Plan**, which will be released on M6.

5.2. Informed consent

Explicit informed consent by data subjects and their legal representatives is a vital part of any process involving human subjects, to respect their rights of free choice and to data privacy. The whole Consortium will ensure that the potential subjects and their legal representatives can reach a truly informed decision about whether or not to participate in the research. Their explicit informed consent must be given freely, without coercion, and must be based on a clear understanding of what participation involves, including any personal data to be processed and the purposes of the same. The informed consent templates will be available at the shared workspace.

6. DISSEMINATION AND OPEN ACCESS STRATEGY

6.1. Dissemination of results

All major communication and dissemination activities should look for prior approval by the decision making components of the SEEDS project. 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 partners 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 publication shall be given to the other partners at least 45 days before the publication.
- Any objection to the planned publication shall be made in writing to the PC and to the partner or partners proposing the dissemination within 30 days after receipt of the notice.
- The objecting partner can request a publication delay of not more than 90 days from the time it raises such an objection. After 90 days the publication is permitted provided that such publication does not contain objecting partner's confidential information.
- If no objection is made within the time limit stated above, the publication is permitted.

A partner shall not include in any dissemination activity another partner's results or background without obtaining the owning partner's prior written approval, unless they are already published. An extended **policy for publications** is available at **Annex V**.

Notwithstanding the foregoing, this procedure could not be always applicable as different dissemination levels exist (abstract, short communication, oral presentation, scientific paper, press release, etc.). Taking into account the high interest of the Consortium to facilitate project dissemination, those time periods could be shorter, if necessary, upon request to the PC and the D&C Manager.

All kind of communications will be logged by each partner on the WP5 folder that will be available at the shared workspace. In this way, the information will be shared among partners and the D&C Manager could monitor it. A registration table will also be available to notify each communication or publication, including the date for submission and release, if possible. Further information could be found at the **Deliverable D.5.1 Dissemination Strategy and Communication Plan** that will be released on M3.

Any dissemination of results (e.g. scientific paper, short communication, poster, oral communication, etc.) must include all authors that have substantially contributed to that work in the author's list. Complementarily, all collaborators must be referenced including the following citation: "**SEEDS Makeathons team**". With respect to the mass media communications, they shall be made "**on behalf of the SEEDS Makeathons team**".

In any case, information on EU funding must be included:

- Unless the EC requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must display the EU emblem and include the following text: *“This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101006251”*.
- Applications for protection of results (including patent applications) filed by or on behalf of a partner must — unless the EC requests or agrees otherwise or unless it is impossible — include the following: *“The project leading to this application has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101006251”*.
- If results are incorporated in a standard, the beneficiary concerned must — unless the EC requests or agrees otherwise or unless it is impossible — ask the standardisation body to include the following statement in (information related to) the standard: *“Results incorporated in this standard received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101006251”*.

Any dissemination of results must indicate that it reflects only the author's view and that the EC is not responsible for any use that may be made of the information it contains. A disclaimer will be included by default in the available templates to assure its compliance (Figure 7).

Figure 7. SEEDS project disclaimer.

This publication is the sole responsibility of SEEDS Consortium and reflects only the authors' view. Thus, the European Commission (EC) is not responsible for any use that may be made of the information it contains.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement 101006251.



6.2. Non-disclosure of information

During implementation of the project and for four years after its completion (31st December 2022), the partners must keep confidential any data, documents or other material (in any form) that is identified as confidential at the time it is disclosed (**“confidential information”**).

All information in whatever form or mode of communication, which is disclosed by a partner to any other partner in connection with the project during its implementation and which has been explicitly marked as “confidential” at the time of disclosure, or when disclosed orally has been identified as confidential at the time of disclosure and has been confirmed and designated in

writing within 15 days from oral disclosure at the latest as confidential information by the disclosing partner, is “confidential information”.

6.3. Open access to scientific publications

All peer-reviewed scientific publications relating to SEEDS results must ensure open access (free of charge online access for any user). In particular, the SEEDS Consortium 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.
- ensure open access to the deposited publication — via the repository — at the latest:
 - on publication, if an electronic version is available for free via the publisher, or
 - within six months of publication.
- 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 2020”;
- the name of the action, acronym and grant number: H2020-SwafS-2018-2020 / H2020-SwafS-2— SEEDS —101006251;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

A new publishing platform, [Open Research Europe](#)⁸, has been recently released by the EC. Open Research Europe is an open access publishing platform for the publication of research stemming from Horizon 2020 funding across all subject areas. Therefore, it will be also considered as an option for publishing the SEEDS results.

6.4. Open access to research data

Regarding the digital research data generated in the action, the SEEDS Consortium must:

- deposit the data needed to validate the results presented in scientific publications in a research data repository, as soon as possible;
- provide information about tools and instruments necessary for validating the results.

This does not change the obligation to protect results, the confidentiality and security obligations, or the obligations to protect personal data, all of which still apply. In any case, the data management plan must contain the reasons for not giving access. For further information, please, contact with the DPO.

7. CONCLUSIONS

This Project Management Handbook describes the main procedures of the SEEDS project to operate successfully and effectively to achieve high quality results following a responsible research and innovation (RRI) approach, a key action of the SWAFS objective. SEEDS is clearly committed to respond to societal challenges thanks to its innovative approach that seeds an interest in science whilst encouraging healthy lifestyles in deprived adolescents.

This handbook will be released as the first deliverable, but is a living document that could be updated throughout the duration of the project. The procedures described here will be implemented in the daily work of the Consortium and additional documentation will be available at the shared workspace.

This Project Management Handbook shall not replace any of the established agreements within the Consortium or with the EC, or any of the EC guidelines for project implementation and documentation. In case the terms of the CA are in conflict with the terms of the Grant Agreement, the terms of the latter shall prevail.

REFERENCES

1. Regulation (EU) No. 1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for the participation and dissemination in “Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)” and repealing Regulation (EC) No 1906/2006. Official Journal of the European Union, L 347/81-103.
2. European Commission Multibeneficiary General Model Grant Agreement https://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_en.pdf Last visit: 26/02/2021
3. Participant Portal electronic exchange system <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/projects> Last visit: 24/02/2021.
4. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). Official Journal of the European Union, L 119/1-88.
5. Funding & Tenders Portal: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> Last visit: 24/02/2021.
6. International Standards Organization (ISO). ISO 9001: 2015. Quality management systems. <https://www.iso.org/obp/ui/#iso:std:iso:9001:ed-5:v1:en> Last visit 09/03/2021.
7. The European Code of Conduct for Research Integrity, Revised Edition. ALLEA - All European Academies, 2017.
8. Open Research Europe: <https://open-research-europe.ec.europa.eu/> Last visit: 24/02/2021.

ANNEXES

Annex I. Deliverables list

WP N°	Del. N°	Title	Lead Beneficiary	Dissemination Level	Due date
WP1	D1.1	Project Management Handbook	IISPV	Public	31 March 2021
WP1	D1.2	Internal evaluation framework including Risk Management Plan	IISPV	Public	31 December 2022
WP2	D2.1	Guidelines for implementing the Makeathons	ECSA	Public	31 October 2021
WP2	D2.2	Toolbox for the design of SEEDS intervention	EMC	Public	31 October 2021
WP3	D3.1	Intervention protocol and materials	IISPV	Public	31 December 2021
WP3	D3.2	Summary report on the SEEDS intervention implemented in each country	IISPV	Public	31 August 2022
WP4	D4.1	Evaluation framework and evaluation protocol including SEEDS assessment tools	HUA	Public	30 April 2021
WP4	D4.2	Report on the process and impact evaluation of the intervention	EMC	Public	31 December 2022
WP5	D5.1	Dissemination Strategy and Communication Plan	ECSA	Public	31 March 2021
WP5	D5.2	Reports on Dissemination and Communication	ECSA	Public	31 December 2022
WP5	D5.3	Policy recommendations	CoR	Public	31 December 2022
WP5	D5.4	Exploitation and sustainability strategy	ECSA	Confidential	31 December 2022
WP6	D6.1	Ethical management plan	IISPV	Public	31 March 2021
WP6	D6.2	Data Management Plan	UOE	Confidential	30 June 2021

WP6	D6.3	Technical and organizational measures, for safeguarding the rights and freedoms of subjects plan	IISPV	Confidential	31 March 2021
WP6	D6.4	Security measures plan	IISPV	Confidential	31 March 2021

Annex II. Milestones list

WP N°	MS N°	MS title	Lead beneficiary	Due date	Means of verification
WP 1	MS 1	Management bodies assigned, including AB	IISPV	31 Mar 2021	Minutes of the meetings adopting the assignment decisions
WP 2	MS 2	Recruitment process completed	EMC	30 April 2021	High schools accepting participation and informed consent forms collected
WP 7	MS 3	Ethical approvals obtained	IISPV	30 April 2021	Signed confirmation of ethical approvals
WP 2	MS 4	Focus group completed	EMC	31 August 2021	List of ambassadors and other relevant stakeholders participants involved in the focus groups
WP 2	MS 5	Ambassadors (peer leaders trained)	EMC	31 October 2021	Ambassadors will receive a training by PhD students
WP 3	MS 6	Makeathons carried out in all pilot countries	IISPV	31 January 2022	Attendance list and report with lessons learnt after Makeathons implementation (Deliverable D3.1)
WP 3	MS 7	Methodologies for the intervention available	IISPV	28 February 2022	Deliverable D3.2 published.
WP 3	MS 8	Intervention implemented in all pilot countries	IISPV	31 August 2022	Results available in the evaluation reports (Deliverable D4.4)
WP 4	MS 9	Data collected	HUA	30 September 2022	Database completed and available (Deliverable D4.3)
WP 5	MS 10	Final conference	ECSA	31 December 2022	Conference proceedings and attendance list

Annex III. Peer review template



SEEDS

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement 101006251



PEER REVIEW TEMPLATE

Instructions

- Peer reviewers have to fill out all sections in this template, including the version control.
- Regarding your comments, please, indicate the most important information at the top, followed by supporting details.
- After completing the template, please send it to the PC and the lead partner before the specified due date.

Version control

Deliverable (No. and version):	
Lead partner for deliverable:	
Authors:	
Peer Reviewer:	
Reception date:	
Reply date:	

Quality criteria for internal review: rate them on a scale of 1 to 5 (1. Poor; 2. Fair; 3. Good; 4. Very good; 5. Excellent).

Quality criteria	1	2	3	4	5
Appearance and structure					
Length					
Compliance with GA					
Consistency					
Accuracy					
Relevance					

Major strengths and major weakness

Review Summary

The current version of the deliverable is:

- applicable and ready to be submitted to the EC.
- applicable, but requires minor revisions.
- inapplicable and requires substantial revision.

Additional remarks



Annex IV. Quality Assurance Plan

Background

This annex presents the Quality Assurance Plan (QAP) considerations for the SEEDS project. An outline of the main points will be presented along with an example document that could be used to assure quality and rigour in the early stages of the project.

This has been delivered to provide a **plan** for the QAP tools that will be used throughout the duration of this project in accordance with the ISO 9001:2015¹ guidelines:

- **Plan:** establish the objectives of the system and its processes, and the resources needed to deliver results in accordance with customers' requirements and the organization's policies, and identify and address risks and opportunities;
- **Do:** implement what was planned;
- **Check:** monitor and (where applicable) measure processes and the resulting products and services against policies, objectives, requirements and planned activities, and report the results;
- **Act:** take actions to improve performance, as necessary.

Although these guidelines are focused on customer requirements the same QAP approaches will be used in the SEEDS project to ensure quality in every process and at every stage. These will form an agreed upon set of actions that can easily be followed to always maintain integrity and consistency throughout the project.

Roles and Responsibilities

The Project Management plan aims to ensure the appropriate implementation of the Consortium Agreement and Grant Agreement by guaranteeing that the resources and budget are adequate to the project's objectives. According to this there are the following specific objectives:

1. To monitor activities: ensure activities are implemented according to plan; results, deliverables and milestones are reached; identification of any obstacles or difficulties that could affect the successful implementation of the project.
2. To guarantee the fluent and continuous exchange of information among partners and organise the corresponding virtual and face-to-face meetings.
3. To fulfil with the project administrative and financial requirements.
4. To compile all the required information (technical and administrative) from project partners, to integrate it and to present it to the European Commission (EC).

5. To communicate with the EC and translate their requirements to partners and vice versa.

The **Project Coordinator (PC)** has the responsibility of technical and scientific management. This includes ensuring the correct implementation of the planned tasks and methodology used by the SEEDS partners during the project lifecycle. This task will finish when all technical and financial reports are submitted to the EC and are approved, and thus, the project is officially completed. The PC will be responsible for project management whereas Work Package (WP) leaders and Task leaders will be responsible for work packages/tasks.

Project management methodologies will be used to coordinate project activities, enabling adequate delivery of administrative and financial reporting. The PC will be the main contact with the EC and will manage all the financial and administrative issues such as European Union (EU) contribution and partner's payments and will advise partners how to meet all the EC administrative and financial requirements. The IISPV has already nominated internally an **Administrative/Financial Coordinator** to take care of these aspects. The PC will prepare and agree with all partners the Project Management Handbook to define the project structure and all the communication and information flows. The Handbook will provide all the necessary information and guidance in order to ensure that all costs are incurred respecting Horizon 2020 rules and provisions.

An **internal evaluation** will assess the project performance in terms of effectiveness (measurement of results) and quality (quality assurance) to evaluate whether the project's goals are met. This will allow the PC to take the needed measures, if required, to ensure that they are met to the highest standard. The internal evaluation framework will be agreed at the beginning of the project and updated throughout the whole project cycle. Thus, the evaluation will collect feedback from partners across the project's cycle. This will be part of the monitoring and quality assurance process to improve the project implementation. At the end of the project, PC will deliver a final evaluation of the overall objectives and outcomes of the project. On the same lines, a dedicated **Risk Management Plan** (included in the deliverable D1.2 as mentioned in the section 4.7. of this Project Management Handbook) will be elaborated and updated across the project's life cycle.

Verification of work progress – a focus on quality

The quality and progress of the SEEDS project will be monitored at various levels in the management structure, guided by specific milestones including means of verification that have been defined for each WP. All partners will be actively committed to the planning, deliverables, and milestones through the technical and innovation management.

The progress will be monitored through the regular Consortium meetings in which problems identified by WP leaders can be discussed. If necessary, corrective actions will be proposed to the General Assembly (GA) for approval. The External Advisory Board (ExAB) will be invited to

attend the project meetings and to provide feedback on the project progress and research programme. Below is a list of the processes this will apply to in the SEEDS project:

- Work plan.
- Deliverables.
- Milestones.
- Reporting: periodic reporting and final reporting.
- Follow-up meetings
- Reviews.

These will be iteratively developed and refined between all partners as the project continues.

Quality assessment tools

Throughout the duration of the SEEDS project the project partners will collaborate on the following:

- Version control sheet for deliverables.
- Templates for agenda, minutes, presentation, report, deliverables and peer review, including version control and updates.
- Peer review of deliverables.
- Checklists.

There are some key parts of the project that will be quality assessed: focus groups, Makeathons execution, implementation of the interventions, assessment and dissemination.

1. Focus groups

An example quality assessment tool for the all aspects of executing the focus groups in the SEEDS project is provided below in Table 1. The checklist has been adapted from the COREQ checklist² which proposes a standardised format for the execution of focus groups in qualitative research. Additional elements that are specific to the SEEDS project have been added at the end to ensure the agreed points have been met. You will notice that this checklist deals with essentially every step of the process. Consequently, it is important to remember that this is a document that will continue to be filled in as the journey of the focus group progresses – from the very first questions, data analysis and right through to the sharing of data in the Makeathons.

Table 1. Quality checklist for focus groups.

QUALITY ASSURANCE FEATURE	Example	GREECE	THE NETHERLANDS	THE UNITED KINGDOM (UK)	SPAIN
Research team and reflexivity					
Interviewer/facilitator	Which author/s conducted the interview or focus group?				
Credentials	What were the researcher's credentials? e.g. PhD, MD				
Occupation	What was their occupation at the time of the study?				
Gender	Was the researcher male or female?				
Experience and training	What experience or training did the researcher have?				
Relationship established	Was a relationship established prior to study commencement?				
Participant knowledge of the interviewer	What did the participants know about the researcher? e.g. personal goals, reasons for doing the research				
Interviewer characteristics	What characteristics were reported about the interviewer/facilitator? e.g. bias, assumptions, reasons and interests in the research topic				
Study design					
Methodological orientation and theory	What methodological orientation was stated to underpin the study? e.g. grounded theory, discourse analysis, ethnography, phenomenology, content analysis				
Sampling	How were participants selected? e.g. purposive, convenience, consecutive, snowball				

Method of approach	How were participants approached? e.g. face-to-face, telephone, mail, e-mail				
Sample size	How many participants were in the study?				
Non-participation	How many people refused to participate or dropped out? Reasons?				
Setting of data collection	Where was the data collected? e.g. home, clinic, workplace				
Presence of non-participants	Was anyone else present besides the participants and researchers?				
Description of sample	What are the important characteristics of the sample? e.g. demographic data, date				
Interview guide	Were questions, prompts, guides provided by the authors? Was it pilot tested?				
Repeat interviews	Were repeat interviews carried out? If yes, how many?				
Audio/visual recording	Did the research use audio or visual recording to collect the data?				
Field notes	Were field notes made during and/or after the interview or focus group?				
Duration	What was the duration of the interviews or focus group?				
Data saturation	Was data saturation discussed?				
Transcripts returned	Were transcripts returned to participants for comment and/or correction?				
Analysis and findings					

Number of data coders	How many data coders coded the data?				
Description of the coding tree	Did authors provide a description of the coding tree?				
Derivation of themes	Were themes identified in advance or derived from the data?				
Software	What software, if applicable, was used to manage the data?				
Participant checking	Did participants provide feedback on the findings?				
Quotations presented	Were participant quotations presented to illustrate the themes / findings? Was each quotation identified? e.g. participant number				
Data and findings consistent	Was there consistency between the data presented and the findings?				
Clarity of major themes	Were major themes clearly presented in the findings?				
Clarity of minor themes	Is there a description of diverse cases or discussion of minor themes?				
SEED specifics					
Data storage / management	Have the audio/images from the focus group been managed in accordance with the agreed protocols? Has the data been shared in the appropriate ways?				
Interview transcript	Has the focus group interview been transcribed into English in accordance with project protocol? e.g. identifying information has been removed.				
Information / consent	Do you have signed copies of the information / consent forms from the project ambassadors and				

	their parents / guardians or the project stakeholders?				
Contact with partners	Is there any need to contact other members of the SEEDS team to discuss anything about the focus groups?				
Safeguarding	Were there any safeguarding concerns from the focus groups? Have these been managed in accordance with the ethics application?				
Stakeholders focus group	Were stakeholders identified in the ambassador focus group? Is there a time frame for conducting this next focus group?				
Other notes	Are there any other additional points or notes you need to record in relation to this focus group.				

2. Makeathons execution

An example quality assessment tool for the execution of the Makeathons in the SEEDS project is provided below in Table 2. The points included for consideration were inspired and adapted from the previous COREQ checklist². The checklist is intended to cover some of the practical aspects and considerations for executing the Makeathons in each country. When focusing on the Makeathons, priority focus should be given to issues pertaining to the ease and feasibility of running the event in the proposed way. For example, have precautions been made that allow for running of the Makeathon in the event that key people do not attend on the day or if there is some sort of equipment failure? It is likely that planning for every single eventuality is impossible, but examining these points should minimise disruption.

Table 2. Quality Checklist for execution of the Makeathons.

Makeathon Feature	Example	GREECE	THE NETHERLANDS	THE UK	SPAIN
Have appropriate features/materials from focus group analysis been secured for implementation of the Makeathons?	Have themes been developed and being included in the Makeathon?				
Who is in attendance of the Makeathons?	Gender? Age? Stakeholders? Research team? Accessibility?				

Have appropriate risk assessments been conducted to ensure the safety and wellbeing of all participants?	Are there any risks associated with using any potential equipment for the Makeathon? Are there any safeguarding procedures that need consideration?				
Have appropriate measures been taken for the booking of where the Makeathons will happen?	Will these take place at a University? Or in a school? Have the rooms been booked?				
Have appropriate COVID-19 precautions been taken in organisation?	Have necessary social distancing measures been taken? Have the teams going into schools had lateral flow tests/vaccinations?				
Has a draft plan for the running of the Makeathon been written and distributed to all participants?	Is there a schedule for the Makeathon that has all of the relevant timings and events planned?				
Has transport to and from the Makeathon been secured so that ambassadors can participate in a school day?	Depending on where the Makeathon will take place, have allowances been made to enable the ambassadors to attend?				
Have external partners been invited to present?	Has anyone who is needed for the running of the Makeathon been invited to the event?				
Have all presentations been made so they include all necessary identification information regarding the SEEDS project?	Is there a section of the Makeathon devoted to informing all participants about the SEEDS project?				
Location based running considerations?	Are there enough materials for running the Makeathon? Do the rooms/locations that have been booked contain appropriate facilities – such as computers/projectors?				
Have those from the SEEDS research teams received training on running the Makeathons?	Has everyone tasked with running the Makeathons received appropriate training?				
Have permissions for taking photos been granted?	Photos are likely to be useful press opportunities – have permissions from all of those involved been secured?				

3. Design of the intervention

Below is a checklist for the design and implementation of the intervention that follows the focus groups. Development of this table was inspired by the TIDieR Checklist³ as well as the previous

COREQ checklist². Although there are some specific points that might relate to virtually any activity, there are some aspects that depend on the design and implementation of the intervention itself. As the intervention is yet to be established there is a clear opportunity for further modification once this has all been finalised.

Table 3. Quality checklist for design and implementation of SEEDS intervention.

Brief Name	Commentary/ intention/ procedure	GREECE	THE NETHERLANDS	THE UK	SPAIN
Provide the name or a phrase that describes the intervention					
Why					
Describe any rationale, theory, or goal of the elements essential to the intervention	Theory used to create the intervention				
What					
Materials: Describe any physical or informational materials used in the intervention, including those provided to participants or used in intervention delivery or in training of intervention providers. Provide information on where the materials can be accessed (e.g. online appendix, URL)	Necessary material to be used Social media used				
Procedures: Describe each of the procedures, activities, and/or processes used in the intervention, including any enabling or support activities	Activities implemented Events implemented Changes in the environment implemented				
Who Provided					
For each category of intervention provider, describe their expertise, background and any specific training given	Who implement the intervention?				
How					
Describe the modes of delivery (e.g. face-to-face or by some other mechanism, such as	Which modes are used to deliver the intervention?				

internet or telephone) of the intervention and whether it was provided individually or in a group					
Where					
Describe the type(s) of location(s) where the intervention occurred, including any necessary infrastructure or relevant features	Where the intervention occurred?				
When and How Much					
Describe the number of times the intervention was delivered and over what period of time including the number of sessions, their schedule, and their duration, intensity or dose	<p>How about the activities delivered?</p> <p>Number of sessions</p> <p>Duration of the sessions</p> <p>Time of interventions implemented</p> <p>Intensity of the activities</p> <p>Adolescents engaged in each activity implemented</p> <p>Stakeholders included in the activities</p> <p>Changes in the environment produced</p> <p>Dissemination events implemented included in the activities</p>				
Tailoring					
If the intervention was planned to be personalised, titrated, or adapted, then describe what, why, when, and how	<p>Personalization of the intervention implemented</p> <p>When</p> <p>How</p> <p>Why</p>				
Modifications					
If the intervention was modified during the course of the study,	Changes occurred over the implementation				

describe the changes (what, why, when, and how)	Why When How				
How well					
Planned: If intervention adherence or fidelity was assessed, describe how and by whom, and if any strategies were used to maintain or improve fidelity, describe them	Adolescents engaged Stakeholders engaged Social media engagement and feedback of adolescents Strategies used to maintain or increase adherence				
Actual: If intervention adherence or fidelity was assessed, describe the extent to which the intervention was delivered as planned					
Seeds Specifics					
Provide any additional comments or thoughts that require consideration for the SEEDS project					
Implementation of the intervention					
Has an 'implementation protocol' been drawn up for those engaging with the research to follow?					
Have steps been put in place to consider any problems with the running of the implementation?					
Can steps be taken to resolve these issues?					
Have ambassadors received sufficient training on running the intervention?					
Will the schools running the intervention require					

any help for the duration of the project? If so, how often?					
Can ambassadors contact the SEEDS team for help and support?					
Has the school been informed of the intervention and the associated implications?					
People involved in the intervention					
Interventions implemented					
Events implemented					
Activities implemented					
Activities related to physical activity					
Activities related to eating behaviours					
Activities related to sedentary behaviour					
Number and type of Stakeholders involved in the interventions					
Adolescents reached					
Adolescents engaged					
Adolescents: engagement rate					
Families reached					
Families engaged					
Families: engagement rate					

4. Assessment of the intervention

The following quality assurance table is intended for use in the overall assessment of the intervention that is delivered in schools. As this is still a process that is ongoing, because the focus groups or Makeathon are yet to be finalised, this should be considered a guide.

Table 4. Quality checklist for assessment of the intervention.

Assessment of the intervention	Notes	GREECE	THE NETHERLANDS	THE UK	SPAIN
Validated tools used					
Outcomes assessed					
Improved interest and motivation in STEM fields					
Optimised academic outcomes in STEM fields					
Competency based evaluation: Critical thinking					
Competency based evaluation: Access to information; selection of information					
Fostered self-management of Health: Increased physical activity					
Fostered self-management of Health: Healthier food choices and diet patterns					
Number of lifestyle aspects in the curricula					
Whether biology and physical activity curricula have nutrition and healthy lifestyles' lessons					
Hours implemented of nutrition and healthy lifestyles in our class					

5. Dissemination indicators

The following two tables (5a and 5b) are the quality assurance checklists for the dissemination from the SEEDS project. These were adapted from the SEEDS project proposal document.

Table 5a. Dissemination indicators.

	NOTE	June 2021	December 2021	June 2022	December 2022	TOTAL ACCOMPLISHED
Scientific dissemination	6 publications					
Publications						
- D1 publications						
- Q1 publications						
- Etc.						
Scientific events						
- National						
- National and International						
Seminars						
Conferences						
Congress						
Workshops						
Social media						
Press articles published	>10 (at least 2 per country)					
Professional dissemination						
Professionals involved						
Entities and organizations involved						

Networking with companies and potential investors						
Networking with EU-funded projects						

Table 5b. Checklist for types of dissemination during SEEDS project.

Type of actions:

1. Activities and public events
2. Dissemination actions
3. External publications
4. Publicity support

Type of actions	Dissemination action	Result indicator	Number of people	Date	Support Documentation

6. MoRRI specific indicators checklist

This is a checklist of the specific MoRRI⁴ indicators that are included in the SEEDS project proposal handbook.

Table 6. MoRRI indicators checklist.

MoRRI indicator	Example	GREECE	THE NETHERLANDS	THE UK	SPAIN
Gender Equality					
Responsible Research and Innovation (RRI) outcomes should help build effective cooperation between science and society	Impact on equality (including gender): Adolescents from disadvantaged families have lower life expectancy than privileged ones. This proposal aims at taking care of this balance providing hands-on solutions that also take into account gender to be able to increase physical activity in female adolescents (considered a problem due to in adolescence females decrease extremely physical activity) and improve diet quality of male adolescents (considered a problem due to males are not interested in improve this). A cross-cutting aspect: "There is simply no way that the world can achieve the 17 Sustainable Development Goals without also achieving gender equality and the				

	empowerment of women and girls". ⁵				
Share Research Performing Organizations (RPOs) promoting gender plans	In order to assure gender equality, SEEDS will take into account that half of the sample will be female and the other half male. This information will be recruited from a specific item of surveys: - Female / male participants will choose their answer.				
Share of female researchers by sector	For "Share of female researchers by sector" indicator it will take into account the number of female authors in publications and female participation as adolescent leader and researcher. It is expected the increase of female researchers in SEEDS project. This information will be recruited by head count of female participants.				
Gender equality	We will specifically empower women and girls in the adolescent groups, as well as within their communities, to engage in the project. We will ensure that there is a good gender balance within the peer-leaders. This will be monitored through reporting the percentage of female participation throughout the entire project, and specifically within the ambassador group.				
SCIENCE LITERACY AND SCIENCE EDUCATION					
Foster the recruitment of new talent for science	Impact on science careers: We will work with students in the development of the study design, allowing them to choose which issues need to raise awareness and showing them how we will measure impact with the MoRRI indicators. This will empower them and raise their curiosity in science, thus hoping to increase the number of science graduates in low income neighbourhoods (where they are lower than average).				
Pair scientific excellence with social awareness and responsibility	Impact on knowledge: This project will contribute to the field by providing data on a population segment where there is little evidence to support interventions.				

	SEEDS provides a valuable tool that can be extrapolated to other regions in Europe. Impact on health: Adolescence is a crossroad period where behavioural changes can have lifelong impacts. Through a co-creation process, adolescents will identify their own (and their peers) problems and thus, they will be more trigger behavioural changes. In addition, it will be scalable to other high schools from low-income neighbourhoods.				
Importance of societal aspects of science in science curricula for 15-18 years old	A quality assessment will be design based on: - Curriculum aspects: Number of lifestyle aspects in the curricula. If there are not enough, authors will propose new lifestyles to include in the high-school curricula - Identify all school curricula aimed at adolescents: whether biology and physical activity curricula have nutrition and healthy lifestyles' lessons. - Re-counting of hours implemented of nutrition and healthy lifestyles in our class. - Contact an expert (in the ministry): S/he will be contacted -through an interview with department of education of different countries in order to validate our findings. Results will be showed through a table with principal conclusions of interview.				
Scientific or other types of publications should be foreseen	The methodology and results of SEEDS project will be published in different resources, such as: - Scientific journals - re-count of total - Tools for scientific researchers - re-count of total - Tools for public administration and education workers - re-count of total - Tools for adolescents - re-count of total - Reports for non-governmental institutions - re-count of total				
Science communication culture	Data will be available for all Member States and beyond. This impact will be measured by assessing the availability of data.				
Citizen science activities in Research	It will take into account the number of citizen science activities and in science-				

Performing organisations	related activities organized by SEEDS in order to verify the engagement of citizens in science.				
Quality education	This project will develop recommendations for school curricula to include more participatory science education to promote interest in STEM as well as healthier lifestyles. The recommendations will be mainly targeted for adolescents from low-income communities. Potential policy changes based on this project can ensure higher quality education for children from deprived neighbourhoods, as well as better access to interesting and engaging science education. To assess this, we will monitor the curriculum changes that are taken over by participation and other scholarly institutions.				
PUBLIC ENGAGEMENT					
Policy-oriented engagement with science	Authors will design tools and will publish results in order to re-orient the policies helping public administration and increasing the engagement of policy with science. This will be measured by the total tools designed and published (minimum 2 tools)				
Citizen's preferences for active participation in STEM decision making	Citizens such as adolescents' leaders and stakeholders will be included in making decisions about STEM and they will describe the preferences. To conduct the decision making, adolescents and stakeholders will participate in a Makeathons based on baseline assessment of adolescents. The number of participants in Makeathons will be the indicator of the process indicator.				
National infrastructure for involvement of citizens and societal actors in research and innovation	Number of citizens and societal actors involved in Makeathons.				
Dedicated resources for public engagement	As part of the SEEDS intervention, a strong public engagement strategy is foreseen. Thus, resources dedicated to the strategy will				

	be estimated along the project lifecycle.				
ETHICS AND PUBLICATION					
National Ethics Committees Index	Each country will obtain the favourable report of Ethics Committee.				
Open Access Literature	All of scientific articles, reports and tools will be published as open access literature. This will be measured by recount of articles, reports and tools.				
HEALTH AND ENVIRONMENT					
Good health and well-being	This project promotes a healthier lifestyle, specifically in adolescents from low-income families. The increase in health and well-being will be monitored during and after the interventions within the project by lifestyles questionnaires.				
Sustainable cities and communities	The project will empower adolescents to improve their lifestyles and influence their peers, families and communities in making the same healthier decisions. Healthy lifestyles often correlate with sustainability within cities and communities (greener products consumed, reduced use of car with preference for cycling or walking, etc.). Changes in lifestyle of the adolescents will be monitored at baseline and after the intervention by questionnaires.				
Responsible consumption and production	In addition to increased physical activity, healthier lifestyles are also based on responsible consumption decisions. This will be monitored by monitoring the lifestyle changes at baseline and after the intervention.				
STAKEHOLDERS ENGAGEMENT					
Partnerships to reach common goals	This project will create a collaborative space for various scholarly institutions, as well as stakeholders from the quadruple Helix model. The number and type of engaged stakeholders will be monitored throughout the project, including at each event.				

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Annex V. Policy for publications

During the SEEDS project, two or more peer-reviewed double-blind papers will be published. Once funding is terminated, three or more articles are expected to be published. All publications will follow Open Access policies.

According to the SEEDS project aims, work packages and deliverables, the following publications are the minimum established by the Consortium to be published during the project and after its completion:

1. Systematic review on how to empower adolescents and multi-stakeholders on the co-creation process and implementation phase of participatory-research interventions (Responsible Partner: IISPV; Partners involved: others).
2. Focus groups results (Responsible Partner: EMC; Partners involved: others).
3. Design from focus group results and implementation of Makeathons in youth of deprived areas (Responsible Partner: ECSA; Partners involved: others).
4. Interventions protocols to improve lifestyles and science engagement in youth of deprived areas around 4 European countries (Responsible Partner: IISPV; Partners involved: others).
5. Effectiveness of the interventions to improve lifestyles and science engagement in youth of deprived areas around 4 European countries (Responsible Partner: HUA; Partners involved: others).
6. Process evaluation of the implementation of European citizen science interventions to improve lifestyles and science engagement in youth of deprived areas: policy recommendations (Responsible Partner: UOE and CoR; Partners involved: others).

Other publications:

- A study protocol for the evaluation of the SEEDS project to improve lifestyles and science engagement in youth of deprived areas around 4 European countries (Responsible Partner: EMC; IISPV).

General rules

1. It is guaranteed that the six main publications described above will be prepared at least by each responsible partner with the agreement of all contributors.
2. All manuscripts generated with data of the SEEDS Project need the approval of the General Assembly (GA) Committee.
3. Authorship of the publications will follow the Vancouver Consensus¹ on authorship.
4. The investigator/s who make a proposal will be responsible for inviting other investigators, including those which have provided the data to participate in the work of analyses interpretation, draft manuscript, etc.
5. All investigators of the SEEDS Project are invited to make proposals about possible

publications. However, these proposals will be agreed with the GA before starting the draft manuscript. Moreover, a proposal of authorship will be agreed before drafting and writing the publication.

6. Only the manuscripts approved by the GA will be authorised to include the “**SEEDS Makeathons team**” denomination, regardless of the presence of members of the GA as co-authors in the manuscript.
7. Publications using local data will use the denomination: “SEEDS Project - *Name of local areas Study*”.

Database

1. The partner in charge of the database creation and analysis (lead by HUA and contributed by all partners) will prepare a general error-free database of the project by joining the data of each individual participating countries. This database will be sent to the Principal Investigator (PI) of each partner to undertake analysis with local data. Each PI will be responsible for the confidentiality of this database as well as its integrity.
2. Pooled analyses will be performed using the combined database by HUA, supervised by the PI of each partner.
3. Analyses on local data will be performed by the local partners but it is necessary the agreement of all partners.
4. To guarantee the internal consistence of the general results of the SEEDS Project, all statistical analyses undertaken by a partner will be confirmed with the reference database located at the Coordinating Centre (IISPV) before the submission of any manuscript for publication or any presentation.

Presentation of the results

1. The GA has the responsibility to ensure that the first presentation of the SEEDS Project results will be given at an appropriate meeting (International or European Congresses) and should be reviewed and approved by the GA. The GA will approve the scientific content of all publications derived from the SEEDS Project. All presentations should be coordinated through the GA.
2. No national (or individual country) results will be presented or published before the global results.
3. The first presentation at a scientific meeting should be of the full results. The first presentation should be at a major scientific meeting.
4. The slides presented must:
 - Use the SEEDS Project template.
 - Use a non-modifiable format (e.g. PDF format).
 - Contain the disclaimer “preliminary results” if the results have not been already published.

- Contain the disclaimer “Copyright: SEEDS Consortium” if any results are shown.
5. The proposals for Abstracts will follow a procedure similar to the one described below for publications.

Publications

1. Priority should be given to the six publications stated before.
2. Procedures established in the Consortium Agreement (Article 8.4) will be followed: i. e. each partner wishing to publish (“The Publishing Party”), in the form of an oral or written publication shall obtain beforehand the permission of the other partners, according to the following procedure:
 - a. First of all, the Publishing Party shall send a summary of the proposed publication to the Project Coordinator (PC), with the following structure:
 - i. Investigator/s responsible for the proposal. Institution. Address, Phone, FAX and e-mail. SEEDS investigators and Centers involved.
 - ii. Title and background.
 - iii. Objectives.
 - iv. Work hypothesis to be contrasted (including variables to be analyzed).
 - v. Variables to be used.
 - vi. Description of the required analyses.
 - b. The PC will send the proposal to the GA who will oversee avoiding interferences between publications. Prior notice of any planned publication shall be given to the GA at least 45 calendar days before the publication.
 - c. In the next 30 calendar days, suggestions and comments from the GA will be sent to the Publishing Party. This process will be repeated until the final approval from the GA.
 - d. The objecting partner can request a publication delay of not more than 90 calendar days from the time it raises such an objection. After 90 calendar days the publication is permitted provided that such publication does not contain objecting partner's confidential information.
 - e. If no objection is made within the time limit stated above, the publication is permitted.
 - f. The statistical treatment of the data will be made by each country but reviewed by the Coordinating Centre (IISPV) into the 3 weeks after the approval from GA.
 - g. The results of statistical analyses will be sent to the authors before publication for their agreement. 3 weeks are an appropriate time to send a draft to the GA, including a second complementary statistical analysis. After this time the “rights of exploitation” can be denied by the GA for the possible prejudice to other investigators.
 - h. In the next 3 weeks, the manuscript will be submitted for publication to the journal considered appropriate by the authors. A copy of the definitive version and the cover letter will be submitted to the GA and this will be uploaded to the shared workspace.

- i. If any partner informs the PC that the intended publication reasonably affects the protection of the knowledge, said publication may be altered or delayed so that the partner concerned can protect such knowledge. Any protective action against the filing of such a patent application shall be completed within 3 months from the date of the notification of the other partners of such intention to publish, failing which the Publishing Party is free to do so.

Doctoral thesis

A proposal of publications to include in doctoral thesis shall be stated by each partner to avoid overlapping. Those proposals must be approved by the GA.

As general results will be published under the Consortium umbrella, it is interesting to note that publications within a doctoral thesis shall contain specific results.

Website

Slides of main results selected by the GA will be posted after the major scientific publications and presentations.

Acknowledgements

All publications will contain an acknowledgement to all centers and investigators involved in the SEEDS Project as follows:

- a) Centers in alphabetical order (i.e: City of Rotterdam, Erasmus Medical Center, European Citizen Science Association, Harokopio University, Institute of Health Research Pere Virgili (IISPV), and University of Exeter);
- b) After each Center, the Principal Investigator (PI) followed by investigators in the order designed by the PI.

In all publications the following text must appear in due place of the manuscript:

"Acknowledgement: This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101006251."

References

1. International Committee of Medical Journal Editors. Vancouver protocol: uniform requirements for manuscripts submitted to biomedical journals. *Annals of Internal Medicine*, 1997; 126: 36-47.