



FORTH Meeting
September 2018

Reporting activities

Reporting and communication with the EC

- Through the EC Participant Portal for:
 - Project Reports
 - Researchers Declarations
 - Other Documents
- Forms and templates provided by the electronic exchange system

Reporting and communication with the EC

3 types of reporting:

- Continuous reporting (Deliverables, RD, Publications etc.)
- Periodic Reports
 - 1st periodic report (M24)
 - 2nd periodic report (M48)
- Final Report (M48)

Reporting and communication with the EC

Continuous reporting

- During the whole life cycle of the project
 - Deliverables
 - Dissemination activities
 - Publications
 - Questionnaires
 - **Researchers Declarations (within 20 days of the start of recruitment) by each beneficiary**
 - Network-wide training events
 - Fellow's individual projects

Research Deliverables

- ➡ Organized per (single) ESR. However, other ESRs can be involved if needed
- ➡ Only reports. Titles are already defined 😊
- ➡ 4 or 5 reports per ESR for the whole project. The ESRs will receive a remind from the project Manager two weeks before the deadline
- ➡ The ESRs send their rapport to the Project Manager, who will download them on the EC web page
- ➡ At the end of each period (M24, M48):
Each WP leader receives these different reports from the Project Manager and prepare a compiled summary that we can submit to the EC.
- ➡ Template for the reporting will be available on our DoDyNet website

Research Deliverables

Example: ESR1

Table 3.1b Deliverables List (PU=Public; Co = public only after the agreement of the industrial Partner; R = report, SW = Software).

<i>Scientific Deliverables</i>						
D. No	Deliverable Title	W P	Lead Beneficiary Short Name	Type	Dis. Lev.	Due Date
D1.1	Synthesis and basic characterization of model DDNs	1	UCL (ESR1)	R	PU	M20
D3.1a	Linear viscoelastic properties of model DDNs	3	UCL (ESR1)	R	PU	M33
D3.1b	Nonlinear shear behavior of model DDNs	3	FORTH (ESR1)	R	PU	M33
D5.1a	Synthesis strategies towards large scale production of smart DDNs	5	UCL (ESR1)	R	PU	M38
D5.1b	Reversible DDNs for coating applications	5	Allnex (ESR1)	R	CO	M38

WP number
ESR number

Industrial secondment

Second adviser

First adviser

Fellow	Host	PhD	Start date	Duration	Scientific Milestones and Deliverables
ESR1	UCL	Y	6	36	M1.1, M1.2, M1.3; D1.1, D3.1a, D3.1b, D5.1a, D5.1b Awarding of PhD degrees: M54 (due to 4 yrs PhD)
Synthesis and dynamics of model supramolecular polymer networks (Related WPs: WP1, WP3, WP5)					
Objectives: - Synthesize the components of the model DDNs – see Tasks 1.1. to 1.4. (UCL) - Measure the linear viscoelasticity of the single component, with the help of ESR5 – see Tasks 3.1 (UCL) and 3.2 (FORTH) - Prepare the blends in an iterative way, depending on the results of ESRs 5-15. – see Task 1.5 (all Partners involved) - Determine synthesis scheme for large scale production of similar types of DDNs – see WP5 (All)					
Expected Results: see Deliverables. Novelty: Creation of model DD systems for an in depth study of their properties					
Planned secondment(s): - FORTH – D. Vlassopoulos (M30-M33): Task 3.2 on model DDNs - Industrial secondment: Allnex (M34-M35) – WP5: Reversible DDNs for coating applications					

Website

Researchers

Researchers – Calendar – Dodyne

https://www.dodynet.eu/intranet/for-researchers/researchers-calendar/

ApplicationsAffiniticDoDyNet MailUCLUniversité catholiqueHome - Research PartMoodle UCL - UniverBelgian Group of RheEspace Sécurisé titresUCLSecteur des sciencesEcole Les Petits Ruisse

WordPressDodynetPersonnaliser100CréerModifier la pageÉditeur

Bonjour, Christine Hambursin



DOUBLE DYNAMICS INITIAL TRAINING NETWORK

Double Dynamics for design of new responsive polymer networks and gels

HOMEPAGEABOUT US ▾PUBLICATIONSCONTACTLINKSINTRANET ▾

Acceuil / Intranet / For researchers / Researchers – Calendar

Researchers – Calendar

Work Packages

Samples & Protocol

Kick-off Meeting	UCL	Louvain-la-Neuve	30 November – 1 December 2017
Intermediate Meeting I	FORTH	Heraklion	21 – 26 September 2018
Annual Meeting	DSM	Geleen	29 January – 1 February 2019
Intermediate Meeting II	DTU	Copenhagen	6 – 9 May 2019

Info on Meetings

The screenshot shows a web browser window displaying the Dodynet Intranet. The browser's address bar shows the URL <https://www.dodynet.eu/intranet/?authentication=success>. The website's header includes a navigation bar with links to Applications, Affinitic, DoDyNet Mail, Université catholique, Home - Research Part, Moodle UCL - Univer, Belgian Group of Rhe, Espace Sécurisé titres, Secteur des sciences, and Ecole Les Petits Ruiss. Below this is a dark blue bar with the Dodynet logo, a 'Personnaliser' button, a 'Créer' button, a 'Modifier la page' button, and a greeting 'Bonjour, Christine Hambursin'. The main content area features the Dodynet logo and the tagline 'Double Dynamics for design of new responsive polymer networks and gels'. A navigation menu is visible with links to HOMEPAGE, ABOUT US, PUBLICATIONS, CONTACT, LINKS, and INTRANET. The INTRANET menu is expanded, showing options for researchers, administrative issues, project progress, meetings, communication, and log out. The 'Meetings' option is highlighted, and a sub-menu is displayed with the following items: 'How to organize a meeting', 'Kick-off Meeting - UCL - 30th of November to 1st of December 2017', 'Intermediate Meeting I - FORTH - 21st to 26th of September 2018', and 'DSM Meeting'. A green banner at the bottom of the main content area displays the message 'Hello, chambursin, your email: christine.hambursin@uclouvain.be' and a 'Modifier' link. The browser's taskbar at the bottom shows the Windows logo, search, and taskbar icons for various applications, including a calendar showing the date 18-09-18 and time 23:08.

Intranet – Dodynet

<https://www.dodynet.eu/intranet/?authentication=success>

Applications Affinitic DoDyNet Mail Université catholique Home - Research Part Moodle UCL - Univer Belgian Group of Rhe Espace Sécurisé titres Secteur des sciences Ecole Les Petits Ruiss

Dodynet Personnaliser 10 0 Créer Modifier la page Bonjour, Christine Hambursin

DODYnet INITIAL TRAINING NETWORK
Double Dynamics for design of new responsive polymer networks and gels

HOMEPAGE ABOUT US PUBLICATIONS CONTACT LINKS INTRANET

Intranet

Hello, chambursin, your email: christine.hambursin@uclouvain.be

Modifier

For researchers

For administrative issues

Project Progress

Meetings

Communication

Log Out

How to organize a meeting

Kick-off Meeting – UCL – 30th of November to 1st of December 2017

Intermediate Meeting I – FORTH – 21st to 26th of September 2018

DSM Meeting

<https://www.dodynet.eu/intranet/meetings/>

23:08 18-09-18

Applications Affinitic DoDyNet Mail Université catholique Home - Research Part Moodle UCL - Univer Belgian Group of Rhe Espace Sécurisé titre: Secteur des sciences: Ecole Les Petits Ruis: Bonjour, Christine Hambursin

HOME PAGE ABOUT US PUBLICATIONS CONTACT LINKS INTRANET

Kick-off Agenda

How to organize a meeting

Kick-off Meeting UCL 30 November – 1st of December 2017

- Kick-off Agenda

Intermediate Meeting I FORTH 21 -26 September 2018

- Project Meeting Agenda
- Programme Elementary
- Modules I
- Venue and location

Annual Meeting DSM 29 January – 1 February 2019

- DSM General Agenda
- DSM Advanced Modules I
- Agenda
- DSM Project Meeting
- Agenda
- DSM Venue and location

DoDyNet

Kick-off Meeting Agenda

Thursday 30 November 2017

Meeting - Salle Sénat Académique, Halles Universitaire

13.00 Lunch - *Salle de la Tapisserie, Halles Universitaires*

14.00 Welcome and Introduction

- Presentation from the Research Administration of UCL – Pierre Mersch
- DoDyNet: Research objectives and organization

15.30 *Coffee break*

16.00

- Presentation of the different partners (10-15 min/presentation)

WP 1 - Synthesis: - CA Fustin (*UCL, Belgium*)

Kick-off Agenda – Dodynet

https://www.dodynet.eu/intranet/meetings/kick-off-meeting-ucl-30th-of-november-to-1st-of-december-2017/kick-off-agenda/

Applications Affinitic DoDyNet Mail Université catholique Home - Research Part Moodle UCL - Univer Belgian Group of Rhe Espace Sécurisé titre: Secteur des sciences: Ecole Les Petits Ruis: Bonjour, Christine Hambursin

Personnaliser 10 0 Créer Modifier la page Éditeur

Project Meeting Agenda

Programme Elementary

Modules I

Venue and location

Annual Meeting DSM 29 January – 1 February 2019

- DSM General Agenda
- DSM Advanced Modules I
- Agenda
- DSM Project Meeting
- Agenda
- DSM Venue and location

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15.30 *Coffee break*

16.00

- Presentation of the different partners (10-15 min/presentation)

WP 1 - Synthesis: - CA Fustin (*UCL, Belgium*)

- R. Nicolay (*ESPCI, France*)

- J. Madsen (*DTU, Denmark*)

WP 2 – Structure: - S. Seiffert (*UM, Germany*)

- FORTH (*Crete*)

WP 3 – Dynamics: - D. Vlassopoulos (*FORTH, Crete*)

- Q. Huang (*DTU, Denmark*)

- C. Ligoure (*Montpellier, France*)

- M. Seitz (*DSM, The Netherlands*)

WP 4 – Modelling: - G. Ianniruberto (*U. Naples, Italy*)

- E. van Ruymbeke (*UCL, Belgium*)

Administrative issues

For administrative issues – Dodynet x

https://www.dodynet.eu/intranet/for-administrators/

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Dodynet Personnaliser 10 0 Créer Modifier la page Éditeur Bonjour, Christine Hambursin



DOUBLE DYNAMICS FOR DESIGN OF NEW RESPONSIVE POLYMER NETWORKS AND GELS

HOMEPAGE ABOUT US PUBLICATIONS CONTACT LINKS INTRANET

Acceuil / Intranet / For administrative issues

For administrative issues

Official Project Documents
European Commission

Participant Portal

Finances

Forms and registrations

Reporting

[Modifier](#)

This section contains information for those involved in the administrative side of the project (local administrators as well as supervisors and Governing Board members). Researchers can also find attendance certificates, etc. You will find links to relevant EU documents, project documents and templates and information on reporting and finances.

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Communication (Newsletter & Outreach activities)

Communication – Dodynet

https://www.dodynet.eu/intranet/communication/

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Dodynet Personnaliser 10 0 + Créer Modifier la page Éditeur Bonjour, Christine Hambursin

DoDyNet INITIAL TRAINING NETWORK
Double Dynamics for design of new responsive polymer networks and gels

HOMEPAGE ABOUT US PUBLICATIONS CONTACT LINKS INTRANET

Communication

Potential content : Internal directory listing all DoDyNet members; mailing lists.
Communications materials (e.g. logos, flyers) will also be housed here.
Access to outreach activities such as Newsletters

Modifier

For researchers
For administrative issues
Project Progress
Meetings
Communication
Log Out

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https://www.dodynet.eu/intranet/communication/

23:24 18-09-18

Communication (Newsletter & Outreach activities)

The screenshot displays the DODYnet website, which is part of the INITIAL TRAINING NETWORK. The main heading is "Communication (Newsletter & Outreach activities)". The website includes a navigation menu with links to HOMEPAGE, ABOUT US, PUBLICATIONS, CONTACT, LINKS, and INTRANET. A sidebar on the left contains a "Newsletters" section with a sub-link for "Communication" and a "Modifier" button. A breadcrumb trail at the top right shows the path: Accueil / Intranet / Communication / Newsletters. The footer indicates the copyright is 2018 Dodynet, powered by WordPress, with the theme Suffice by ThemeGrill.

Newsletters

Communication

- Newsletters

[Modifier](#)

Accueil / Intranet / Communication / Newsletters

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Open Access Programme

Data Summary

- Data collection and generation is directly related to the objective of the project as the objective here is to share data internationally but also to allow our work to be more visible and to contribute to international science
- Aim :
 - create a pole around supramolecular materials and multiple dynamic network not only for this project but a pole that will subsist in time after DoDyNet
 - all the figures that appear in our publications will come with a series of tables with all the data
- Data :
 - essentially experimental data which will be given in the form of tables under the “.dat” format. These tables will be directly related to our publications and will be accessible to anyone who wishes to consult them
 - Is directly taken from our measuring instruments
 - will take several formats: “.dat” and “PDF”
- Codes related to this data will not be given. Certain deliverables will essentially be under the form of computer codes. These codes will not be accessible as they are based on a number of previous years of research

Open Access

Making data findable

- We will make the data easily identifiable following the convention: « *Paper xx, Figure yy* » for each data referenced in the research.
- All this information on papers and relevant figures will be put online on our website and all the figures will appear as tables.

Providing open access to publications and data

- Double-based timeline:
 - During the 4 years
all the data and scientific publications will be available on our website (<https://www.dodynet.eu>)
 - After these 4 years: data will be located in a visible and active support so that the “scientific peer-reviewed publications can be read online, downloaded and printed”.
- Repository “Zenodo” = our online archive
<https://zenodo.org/>

Grant Agreement and Consortium Agreement

Confidentiality and Intellectual property

From the consortium agreement:

Notwithstanding other provisions of this Agreement or written agreement between relevant Parties, Results jointly developed by an industrial Party and one or more Parties to this Agreement that concern samples which said industrial Party made available and delivered to this Project shall be owned exclusively by the latter. The industrial Party reserves the exclusive right to apply for Intellectual Property Rights on such Results relating to or resulting from its samples. In such case, a fair and reasonable compensation for the other Party's(-ies') contribution to the joint Results shall be paid by the industrial Party, taking into consideration the other joint owner(s) intellectual, human, financial and material contribution. Any sample brought to this Project shall be precisely mentioned by its industrial owner at the time it is brought, on a list available on the Project's website. Only samples precisely mentioned on said list at the time they are brought to the Project shall be taken into consideration for the purpose of this paragraph.

Confidentiality and Intellectual property

Report involving Industrial samples or knowledge can be restricted to (a part of) the consortium

Presentation, publication or thesis involving industrial samples or knowledge: The agreement must be asked to the corresponding industry (120 days)

Agenda

Agenda

- Next Meetings planned :

Hosting institution	Dates
Industrial workshop & Advanced Module on Mechanical Properties : DSM	29/01 – 1/02/2019
Intermediate Meeting II & Advanced Modules on Non linear rheology : DTU	6/05 – 9/05/2019
Annual Meeting II & Summer School : UN	22/07 – 28/07/2019

→ Attendance : Doodle or ?

DSM Deadline for accomodation : end of October 2018

- Determine dates of following meetings

Hosting institution	Dates
Intermediate Meeting III & Advanced Modules : Mainz	01 2020
Annual Meeting III & Advanced Modules III - Montpellier	Early June or end of July 2020
Intermediate Meeting IV & Industrial workshop : Hamburg tesa ?	?
Final International Meeting : FORTH	09 2021

Mid-Term Check

Next meeting : DSM and Mid-Term Check

- Progress Report

- submission month 13
- the basis for the assessment and the discussion during the meeting
- should cover the project implementation for the period under assessment
- include up-to-date information on the delivery of recruitment months and should justify any deviation between the work expected to be carried out in accordance with the Description of action (DoA) and the work actually carried out. Contingency measures should also be listed in case of important delays or deviations.

- Attendance

- the Project Coordinator
- the scientists-in-charge
- the representatives of the Partner Organisations (if any)
- all the appointed Early Stage Researchers

Next meeting : DSM and Mid-Term Check

- Objectives
 - fulfilment of the recruitment procedure,
 - the eligibility of the fellows,
 - any deviations of the original training programme
- Assessment of the following management activities
 - Recruitment
 - Analysis of deliverables & milestones (related to management and recruitment)
 - Management (activities of the Supervisory Board, etc.)
 - Ethical issues (if applicable)
 - Financial aspects (if necessary)
 - Critical implementation risks and mitigation action
 - Any proposed re-orientations of the networks' activities
 - Document management and Open Research Data (if applicable)
- **TO DO : ESR**
 - Prepare a slideshow and/or a poster to be presented during the MTM meeting, where they will present themselves as well as their project

Next meeting : DSM and Mid-Term Check

- With our Project Officer, Nina Poumpalova, EC
- Provisional Agenda :
 - 9.00 – 9.05 **Introduction:** Short introduction by the REA Project Officer and the Project Coordinator on the purpose of the meeting.
 - 9.05 - 9.20 **Tour de table:** All scientists-in-charge should briefly present their research team and describe their role within the network. Introduction of the Partner Organisations
 - 9.20 - 9.40 **REA Project officer presentation:** presentation on the monitoring of project implementation, reporting and purpose of the mid-term check
 - 9.40 – 10.20 **Coordinator's report:** Presentation of the Network and the progress covering the following aspects:
 - Management**
 - Recruitment report;
 - Deliverables;
 - Milestones;
 - Ethical issues, if applicable;
 - Management meetings (activities of the Supervisory board, etc.);
 - Financial aspects (if necessary);
 - Critical implementation risks and mitigation actions;
 - Any proposed re-orientations of the networks' activities.
 - Document management and Open Research Data, if applicable

Next meeting : DSM and Mid-Term Check

- 10.20– 10.45 *Coffee break*
- 10.45– 13.00 **Fellows' individual presentation:** Every fellow funded by the project will present herself/himself, his background and present his/her individual research project (foreseen research, training, secondments, etc.). Scientific results are not expected in the presentations at this stage of the project (*10 min per ESR*)
- 13.00 – 14.00 *Lunch break*
- 14.00 – 15.30 **Restricted session with the fellows** (*only Project Officer and all the ESR*)
Governing Board Meeting (*members of the Governing Board*)
- 15.30 – 15.45 **Restricted session** (*Meeting between the coordinator and Project Officer to discuss any issue*)
- 15.45 – 16.30 **Feedback and open discussion:** Feedback from the REA Project Officer on the output of the network so far, on possible training areas for future exploitation or the impact on fellows' future careers development (***all members of the network***)

Guidelines to organize meetings

Guidelines for organizing meetings and events

Extra considerations

- **Child care:** It has been decided that for each event, the organisers will offer participants the option of childcare, thus hopefully increasing participation in the event. With this in mind, please ensure that all participants are given the option of childcare for the duration of the event.
- **Local Students:** Some DoDyNet events are internal events, and are, in general, not open to external participation. However, these events could be made available, freely, to local students (i.e. those coming from the institution where the event is being held).
- **Non-DoDyNet and non-local students:** If after all students are registered, there are still a number of places available, the event could be opened to external students who can pay a fee to participate in the event

Guidelines for organizing meetings and events

European Commission requirements

- **Attendance certificates:** Attendance certificates must be supplied to each participant (student and speakers) during the event. These certificates must be signed by the event coordinator.
 - **Keep these certificates in case of checks by the EC !**
- **Attendance register:** Each participant should also sign an attendance register during the event. The register should eventually be signed by the event coordinator.

Once the event is over, the attendance register has to be sent to Christine.

➤ *Templates of both for event organizers*

Guidelines for organizing meetings and events

DoDyNet website

- All the details and information on the event will be available on the website.
- All course materials will also be available on the website after the event.
- All registrations will be performed through the project manager.
- All internal page will be created on the website where event organisers can find documents on the event's organization and track its progress.

Information to supply to participants

- How to register
- Payment details if necessary (e.g. for external students)
- Information on hotel, venue, local transport, parking, childcare
- Course materials if necessary
- Course attendance certificate
- Evaluation certificate if necessary (*see “Student evaluation” below*)
- Evaluation grid for the Training Modules (*see “Course assessment” below*)

Guidelines for organizing meetings and events

Student evaluation

- In the case of training events and workshops, the trainer must provide the students with some kind of assessment. The recommended format is an essay-type question, which can be handed to the student at the end of the course, with a deadline for final work submission. The student's submission is then assessed by the trainer, and an evaluation certificate is awarded to the student.

Course assessment

- Following EC requirements, the training activities undertaken during the Training Modules will also be submitted to evaluation by the students. The objective is that the courses, the content, the organization, the visual supports and documents handed out are assessed and thus improved from one Training Module to the other. (*see Evaluation grid of Training Modules*).

Course materials (including programme description for ECTS)

- A course description must be supplied with each Training Module (*see Template of Course description*).

ESR

ESR

- Grid for student holidays
 - In case of EC cheks : same form for ESR in each institution with holidays taken throughout the project
 - Send to Christine at the end of each period (2 years)
- Determine Responsible Fellows
 - 2 ESR Representatives needed / year (rotation each year or same combination)
 - Participation to the Governing Board Meetings
 - Input in decisions taken
 - Organize meetings with ESR before the GBM : relay positive and negative inputs from the ESR to the Governing Board members
 - Nice meal after the meetings ;-)
- Mailing list : answers