Implementing Syn2Psy





- Project management structures
- Financial aspects
- Reporting
- Open access policies
- Ethics
- Communication and dissemination activities

Project management structures

Supervisory Board

Ultimate decision-making body of the consortium.

Ana Luisa Carvalho, Daniel Choquet, Catalina Betancur, Carmen Sandi, Emily, Vincenzo De Paola, Niels Plath

Research Coordination Committee

Responsible for oversight of recruitment, for monitoring the supervision and co-supervision, and for approving secondments.

Ana Luisa Carvalho, Laurent Groc, Catalina Betancur, Carmen Sandi, Thomas Knöpfel, Emily Osterweil, Kjartan Herrik

Project management structures

Training/Doctoral Studies Committee

Advice to the Supervisory Board on all training and transfer of knowledge issues; responsible for approving all training plans/reports and secondment reports, ensuring implementation of the training program.

To be appointed

Dissemination & Communication Committee

Responsible for managing the dissemination and outreach activities of the Project and for oversight of protection and exploitation of the research results.

To be appointed

Management Board

Responsible for adopting and implementing main decisions taken by the Supervisory Board

Ana Luísa Carvalho, Margarida Figueiredo

Project management structures

ESR Board

-composed of three ESRs.
-will change annually
-will represent ESRs in all issues related to the work and contract conditions
-will provide feedback to the Supervisory Board

To be appointed

External Advisory Board

Two to four European and non-European top researchers in the research field of the Project, who will be appointed to observe and advise on the strategic direction of Syn2Psy research training programme.

To be appointed

Meetings

At least once a year (ordinary); At any time upon written request of any Member of the SB or MB (extraordinary).	At least twice a year + whenever necessary (ordinary); At any time upon written request of any Member (extraordinary).
Supervisory Board	Research and Coordination Committee
ESR Board	Training/Doctoral Studies Committee
Management Board	Dissemination/Communication Committee
External Advisory Board	

Financial aspects

A. Costs for Recruited Researchers			B. Institutional costs	
Researcher			**Institution**	
A1.Living allowance*	A2. Mobility allowance	A3. Family allowance**	B1. Research, training and networking costs	B2. Management and indirect costs
3 270	600	500	1 800	1 200

***multiplied by the country correction coefficient**
(*where the fellow is employed*)

** if applicable

Base rates for 2018

1 unit = 1 month of eligible ESR

X 36 months

Mobility costs: household, relocation, travel expenses (under employment/taxes regulations from the country

Family costs: kids, partner recognised - at the recruitment stage

Financial aspects

- Fully based on unit costs
- 1 person-month = 1 unit
- Amounts in EUR per unit cost
- Total costs = cost per unit x number of units

1 unit = 1 month of eligible ESR

ec.europa.eu

The eligibility of the Institutional costs is linked to the eligibility of the costs for the recruited researcher.
Evidence that the fellow was recruited and worked **full time** and **exclusively** on the action at the host institute (or on secondment) is required.

Must make proof of all units – ESR time-sheets will be implemented.

Financial aspects

A. Costs for recruited researchers

Living allowance - How much?
Monthly rate: EUR 3270*

*Multiplied by the Country Correction Coefficient where the fellow is hosted (EC Work Programme 2018-20: 0.6-1.4)

Fellows are recruited under **Employment Contract** (social security payments).

Monthly salary for the fellow:
before any deductions, contributions of both employers and employees to social security, pension, taxation

Financial aspects

B.1 Research, training and networking costs

What is it used for?

- Research costs
- Training costs
- Participation of researchers in training events and conferences
- Secondments Participation of partner organizations in training and communication activities
- Tuition fees

20% of the total is Communal – managed by the coordinator (Network Schools and other training/research network wide events)

Financial aspects

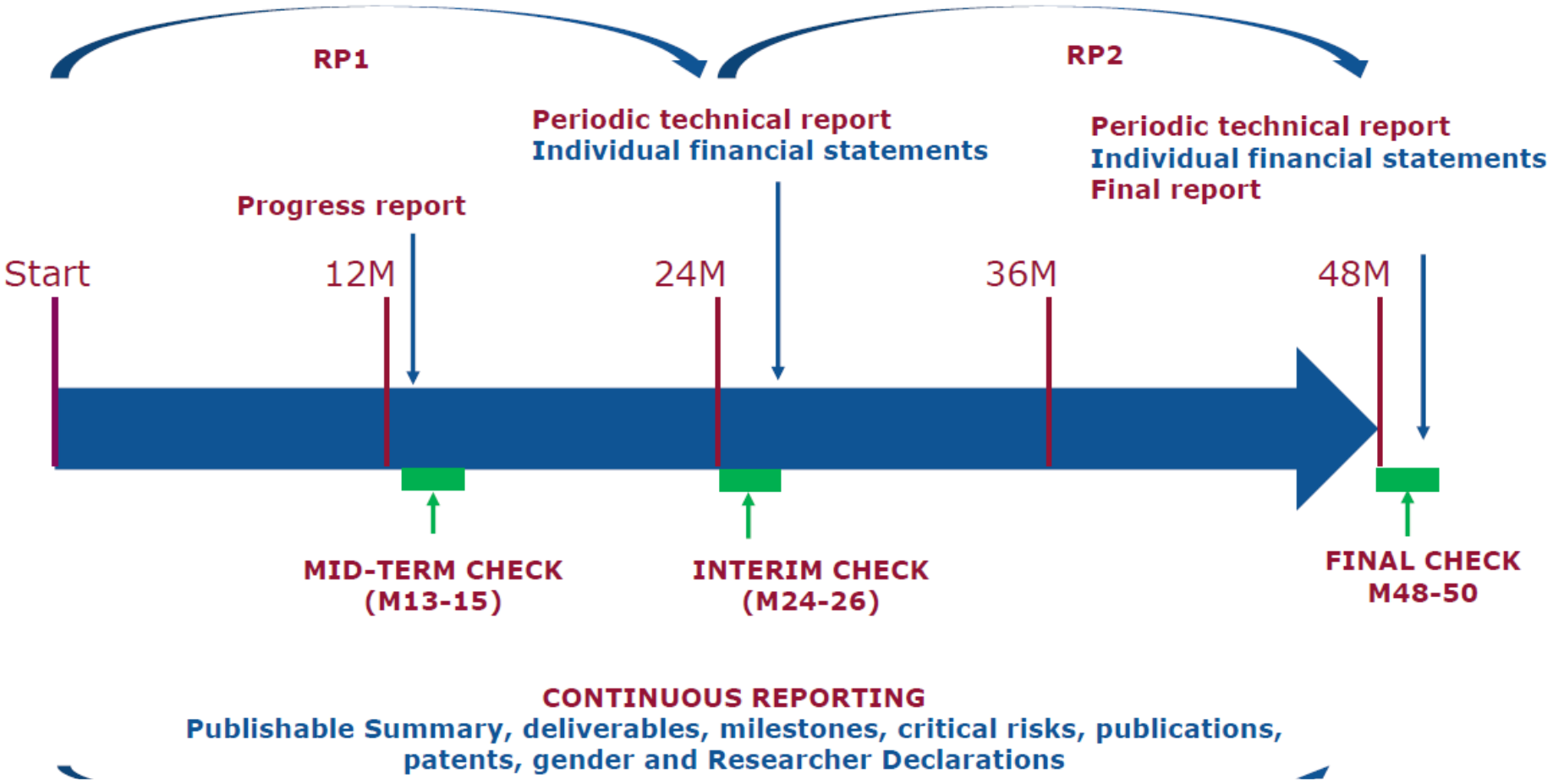
B.2 Management and indirect costs

What is it used for?

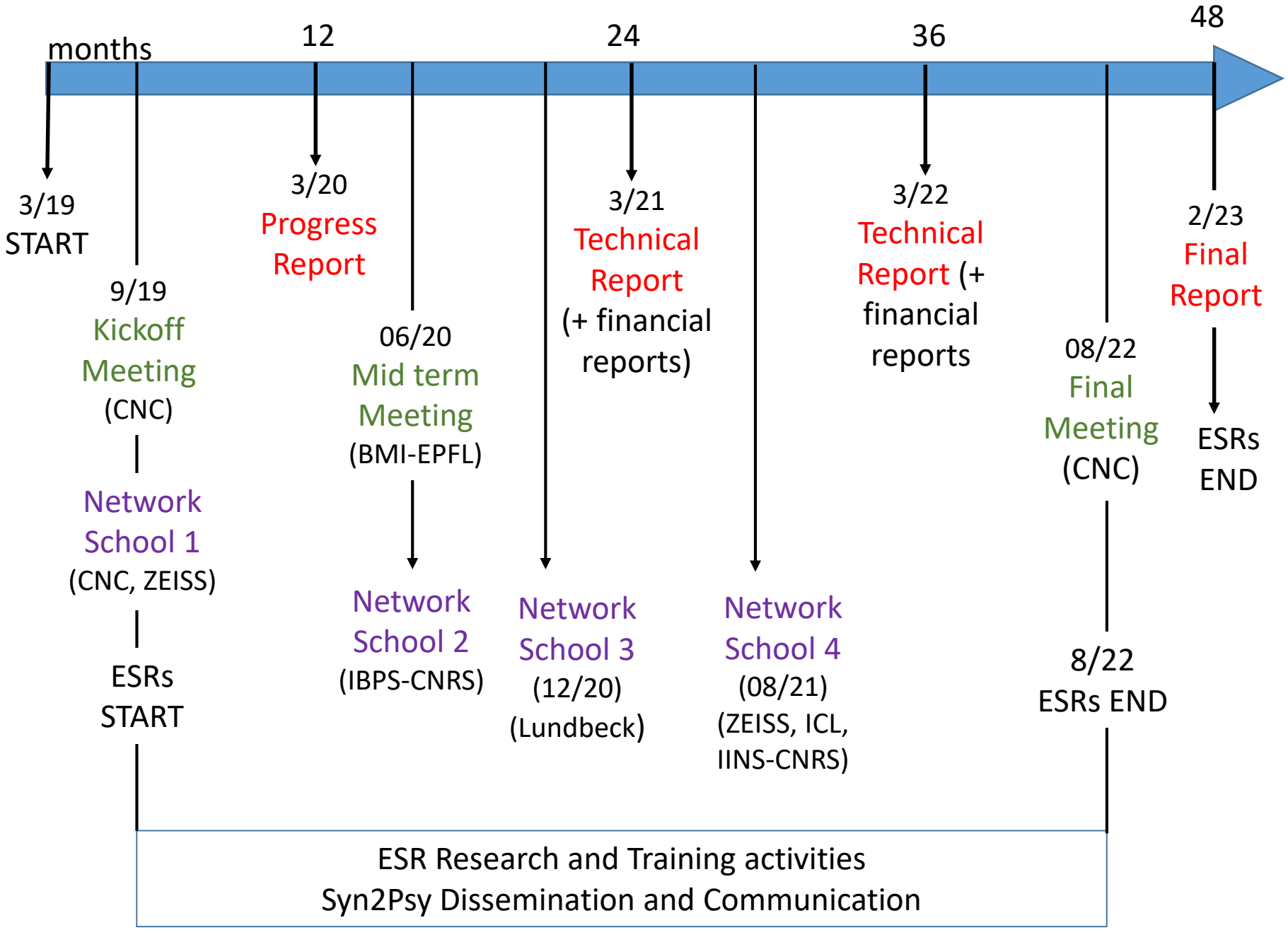
- Project manager
- Projet meetings and costs associated with the preparation of reports
- The overall legal, ethical, financial and administrative management for each of the beneficiaries
- Indirect costs

40% of the total is Communal – managed by the coordinator (project manager, network meetings, reports, network administrative/financial/ethical/legal)

Reporting



ec.europa.eu


months
12
24
36
48
3/19
START
9/19
Kickoff
Meeting
(CNC)
Network
School 1
(CNC, ZEISS)
ESRs
START
3/20
Progress
Report
06/20
Mid term
Meeting
(BMI-EPFL)
Network
School 2
(IBPS-CNRS)
3/21
Technical
Report
(+ financial
reports)
Network
School 3
(12/20)
(Lundbeck)
Network
School 4
(08/21)
(ZEISS, ICL,
IINS-CNRS)
3/22
Technical
Report (+
financial
reports
08/22
Final
Meeting
(CNC)
8/22
ESRs END
2/23
Final
Report
ESRs
END
ESR Research and Training activities
Syn2Psy Dissemination and Communication

Open access policies

Horizon 2020 - Requirements for open access to publications and data

Why?

To optimise the impact and re-use of publicly-funded scientific research

Expected benefits:

- Better and more efficient science
- Economic growth
- Broader, faster, more transparent and equal access for the benefit of researchers, industry and citizens in the EU and beyond

Open access policies

Horizon 2020 - Requirements for open access to publications and data

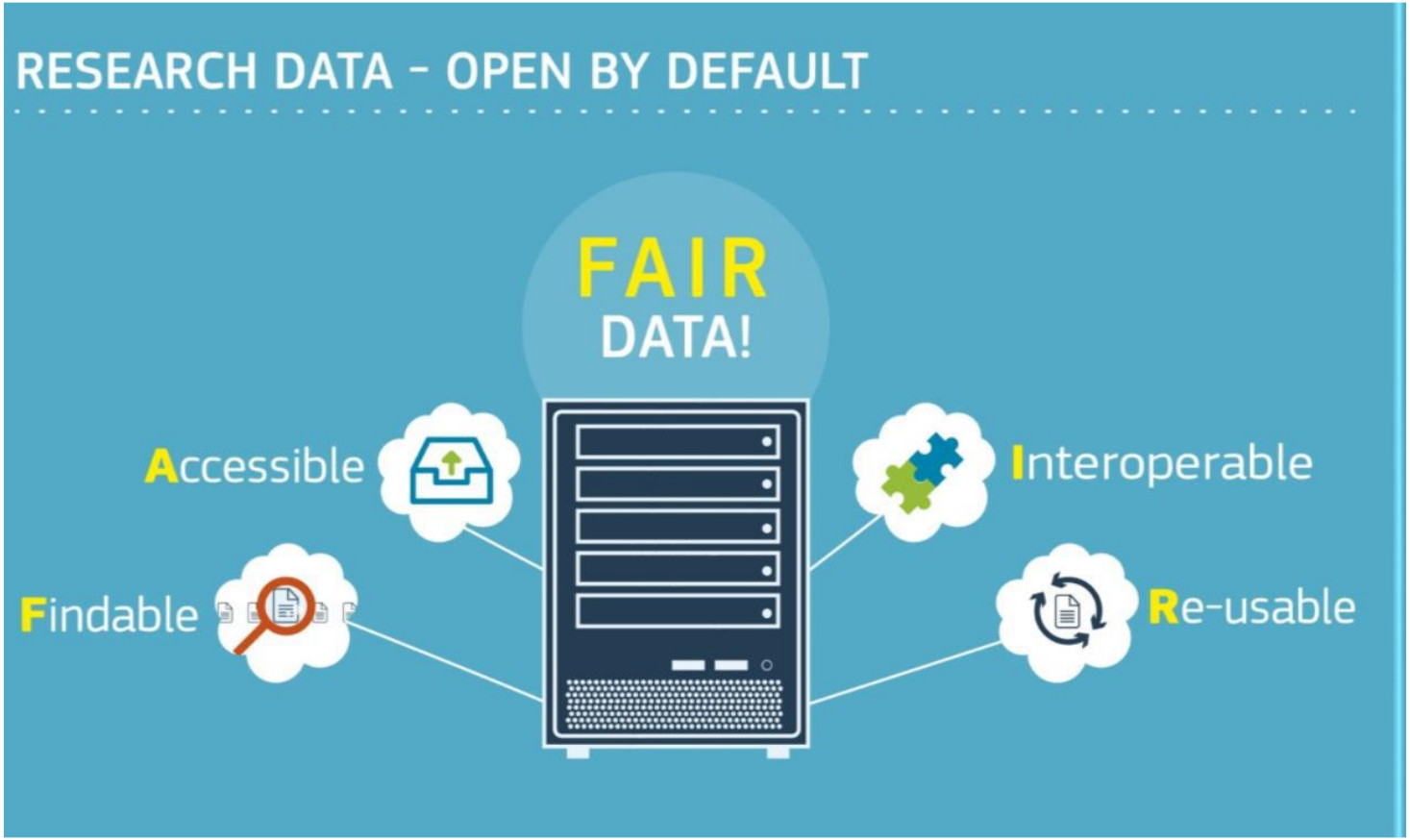
Publications - 2 main routes to open access:

A. Self-archiving / 'green' open access
The published article or the final peer-reviewed manuscript is archived in an online repository before, at the same time as, or after publication (max 6M).

B. Open access publishing / 'gold' open access
An article is immediately published in open access mode. In this model, the payment of publication costs is shifted away from subscribing readers.

Open access policies

Data

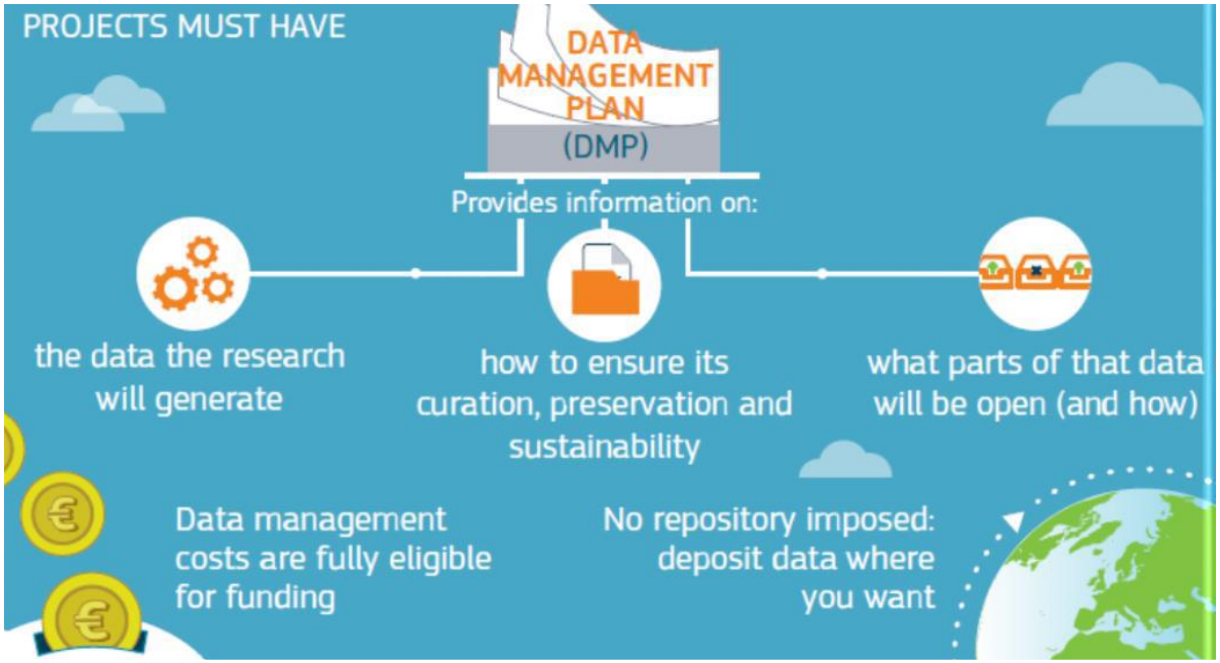


ec.europa.eu

Individual data management plan – due November 2019

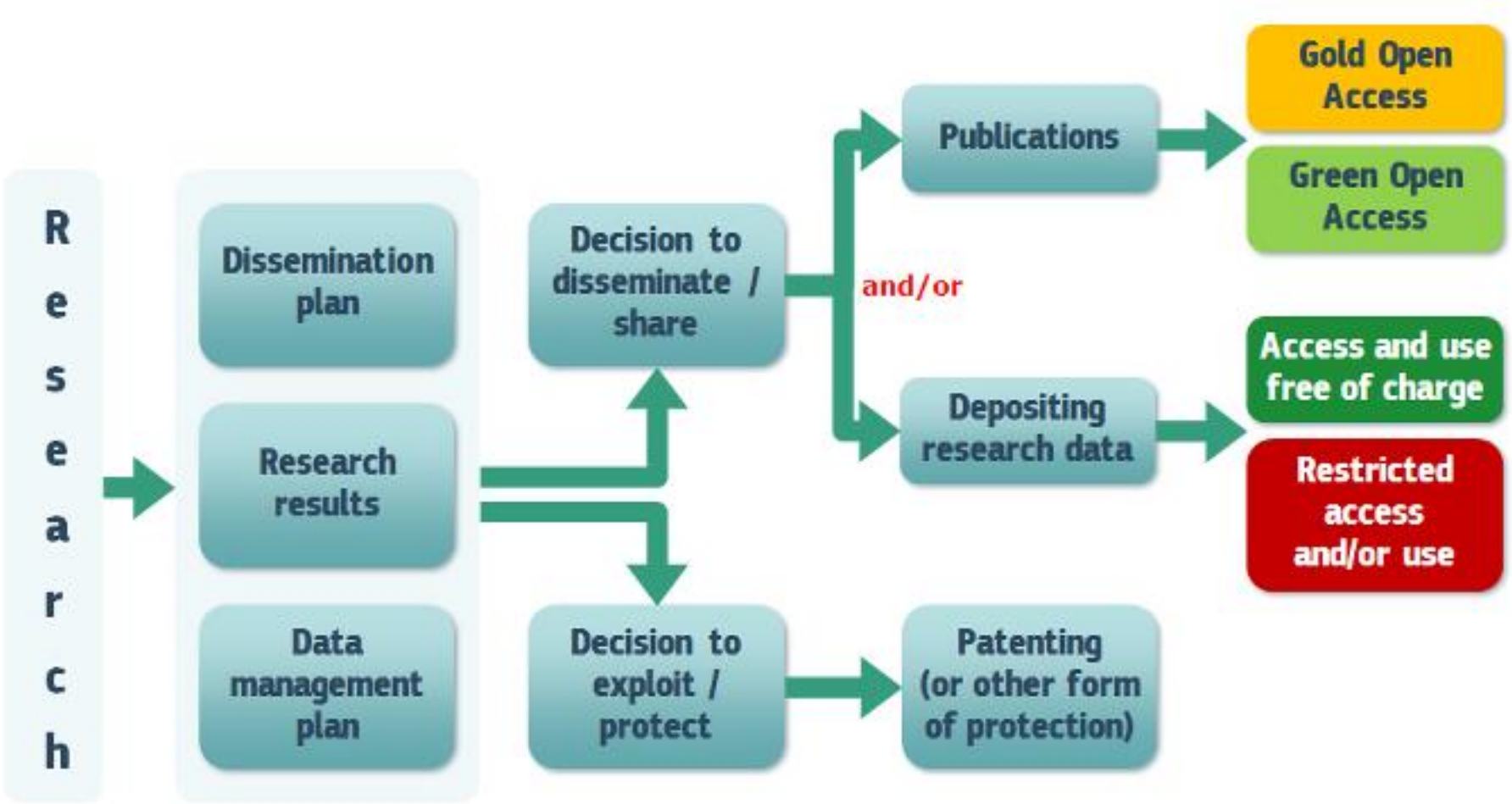
Data management plan

- **DATASET DESCRIPTION**
- **METADATA**
- **RESPONSIBILITIES, INTELLECTUAL PROPERTY RIGHTS**
- **DATA SHARING, DISSEMINATION AND RE-USE**
- **ARCHIVING AND PRESERVATION**



ec.europa.eu

Open access policies



ec.europa.eu

Ethics

Humans ✓

1. **Details on the procedures and criteria to identify/recruit research participants**
2. Detailed information on the **informed consent** procedures
3. English translations/summaries of the **ethics approvals**
4. **English translations of the informed consent forms and information sheet**
5. Clarification of **how consent/assent will be ensured in case of children and/or adults unable to give informed consent**
6. **Details on incidental findings policy**

An independent External Ethics Advisor was appointed to monitor ethics issues associated with the project - **Carla Barbosa**

Ethics

Data Protection ✓

1. The applicant must check if special derogations pertaining to the **rights of data subjects or the processing of genetic, biometric and/or health data** have been established **under the national legislation** of the country where the research takes place.
2. A description of the **technical and organizational measures** implemented to **safeguard the rights and freedoms of the data subjects/research participants** must be provided.

Ethics

Human Cells/Tissues ✓

For human cells/tissues obtained within another project, **details on cells/tissues type and authorisation by primary owner of data** must be provided.

Animals



1. **Authorisations (for breeders, suppliers, users, and facilities) for animal experiments** must be provided.

2. Copy of **project specific authorisation** (covering also the work with genetically-modified animals) with English translation summary must be provided.

3. Copies of **training certificates/personal licenses of the staff** involved in animal experiments must be provided.

Ethics

Environment



1. Facilities authorizations (e.g. **security classification of laboratory, GMO authorization**) must be provided.
2. Appropriate **health and safety procedures** conforming to relevant local/national guidelines/legislation must be followed for staff involved in this project.

Acknowledgment of EU funding

Any communication/outreach/dissemination activity related to the project needs to **acknowledge the EU funding**.

Practically, it will look like this:

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No [813986].

Dissemination & Communication

-Use #syn2psy
- Facebook account @syn2psy

Interact/Follow EU social media Channels
-Facebook: Marie Skłodowska-Curie Actions
https://www.facebook.com/Marie.Curie.Actions/?fref=ts
-Twitter accounts: @MSCActions@EU_H2020 @EUScienceInnov

Tips:
-Use these **hashtags** to have a bigger impact: **#MSCA #MSCAjobalert#ResearchImpactEU#H2020**
-Find other appropriate accounts/hashtags for your **specific scientific domain**

Dont´s

Researchers recruited by one beneficiary but in reality hosted at another institution.
-Must be physically hosted at the premises of the recruiting beneficiary.*

Recruited researchers seconded to organisations outside the consortium.

Researchers recruited to work in the project, but in reality "normal“ employees at the university/company working on non-project-related tasks

-Recruited fellows must work full-time on the project.

*exception for EID and EJD

Secondments

Secondments

In **ETN**, recruited researchers can be seconded to other beneficiaries and/or to partner organisations for a duration of **up to 30%** of the irrecruitment period

Secondments vs short visits

Secondments should be differentiated from **short visits**, i.e. of a few days

*Not only the **"time spent" criterion**, but also depends on for what **purpose** the fellows go to the host institution.*

***Secondment:** a period spent by a fellow at a beneficiary's or a partner organisation's premises other than those of the beneficiary which has recruited him/her under the action*

- *Must **involve physical mobility** of the fellow.*
- ***Supervision and training/research activities***

Short visit:** fellow is rather an **observer

In all cases, recruited researchers can only be seconded to beneficiaries or partner organisations or entities with capital/legal link included in the list of participants.

Complementary skills training

Such as teaching activity as part of the research training,
Is possible, but **must NOT jeopardise** the research training activities (and must be set out in Annex1 of the GA).

Personal Career Development Plan

Personal Career Development Plan (PCDP). Researchers will be recruited in month 6 of the programme**.** Three months after the enrolment, each ESR should have a PCDP designed with the supervisors, organized in **research**, **training**, **transferable skills/outreach experience**, **project management**, **and career planning.** The PCDP will be subject to approval by the supervisory board each year of the project.

The PCDP will be planned and monitored as to ensure that ESRs accumulate adequate competences and progressively become more independent in their activities. A one-day workshop (NS2) will be dedicated to the discussion of PCDP and future careers available to all researchers, how to create value in their research and on how to perfect their CV and interview skills, with the guidance of experienced members/partners of Syn2Psy network.

Table 1.2d ESR Personal Career Development Plan.

Doctoral training	Counts with a list of courses (local and network-wide) to be taken by the ESRs during their programme, including the ECTS credit requirements, and a list of monographs and number of publications to be completed. Courses will also cover training in transferable skills, as detailed in section 1.2.1.4.
Research	Comprises the description of the individual research project, including the research methodology and approach, the secondments programme, and the publication plan (with provisional articles expected). The research will be accompanied by the supervisors and regularly updated (every six months) depending on the work progress. A personalised analysis of the research and training requirements and goals of the planned project for the ESR will be taken into account.
Project	Defines the overall ESR project, including the "hands-on" research training and secondment plans, with a description of the work and a justification of how activities fit the training objectives. Part of the project plan will include a list of complementary missions in which the ESRs will be enrolled as part of Syn2Psy D&C strategy. These will be agreed between ESR and supervisors, and subjected to approval by the supervisory board, upon the condition that they will not compromise the dedication of the ESR to his/her project.
Outreach/ Management experience	Combines multiple initiatives that promote the ESR capacity to communicate with different target audiences and general public. The partners PIN and Marionet provide training and the opportunity for diversified activities in this context, with a significant contribution to raise social awareness to research on neurological disorders. The engagement of the ESR in collective and participatory research as well as the organization of target seminars (local/national/international), network-wide training events, and conferences, is expected to contribute significantly to Syn2Psy D&C strategy and overall management.
Career development after ETN	Covers a list of experiences that ESR will need to undertake with the purpose of finding a job promptly after the end of the contract. The plan should explain how the doctoral training, the "hands-on" research training and secondment experience, and the transferable skills contribute to his/ her career development. The PCDP advances a scheme for supervisors and ESRs to reflect and discuss periodically on the trajectory of the researcher, with the end-goal of finding a job of her/his preference after the ETN contract.