Project Handbook

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ABSTRACT:

This deliverable presents an overview of the ACGT project, ranking from its general objectives to its internal organisation. This document also highlights the main internal tools and procedures established within by the project. This project handbook will serve as a guide describing what is done and how work is organised within ACGT.

KEYWORD LIST: Guidebook , Management; Organisation

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List of Contributors

- Manolis Tsiknakis, FORTH
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Introduction

The purpose of this Handbook is to consolidate ACGT workplan and present the different challenges addressed by this initiative, while providing an overview of he internal project organization.

This handbook is intended as a reference for anyone involved in the proposal, or for anyone desiring to have a clear overview of ACGT project and of its implementation.

This handbook starts by presenting an overview of the ACGT contract, presents the project's overall vital statistics, the ACGT consortium, highlights the internal managerial organization and recalls the internal administrative and financial guidelines.

Altogether, this deliverable describes the framework defined by the coordination and within which the ACGT project is able to work effectively.

Related documents

This document describing the project functioning must be used in conjunction with other related ACGT project documents which will be updated as necessary over the course of the project. These include:

- ACGT Contract with the European Commission and its Annexes
- ACGT Consortium Agreement
- D1.2 - Definition and guidelines for the Quality Assurance Process
- D1.4 - Risks analysis for ACGT

All related documents mentioned are available on the **BSCW** server of ACGT
https://bscw.ercim.org/bscw/bscw.cgi/62625

ACGT Vital Statistics

Project Short name: **ACGT**

Project full name: **Advancing Clinico-Genomic Clinical Trials on Cancer**

Project Identifier: **FP6-2004-IST-026996**

Instrument: **Integrated Project**

Start Date: **1 February 2006**

End Date: **31 anuary 2010**

Total cost: **16 747 206 €**

EC funding: **11 800 000 €**

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ACGT Website: http://www.eu-acgt.org/

Project Objectives

ACGT aims to present the 'next-step' in cancer research and fill-in the technological gaps of clinical trials running in Europe and world-wide.

To this end, ACGT will develop a Biomedical GRID infrastructure supporting seamless mediation services for sharing clinical and Genomic expertise. Such interactions will allow joint Clinico-Genomic trials and help find quicker and efficient routes to identifying patients' individual characteristics that make one treatment more appropriate than another.

The underlying motivation of ACGT is provide researchers and patricians with *optimal means and resources to fight cancer.*

"*Imagine that for selected cancer patients, biopsies are taken before, during and after treatment, made anonymous and the analyses stored promptly in an accessible fashion. Imagine also that the patient's data can readily be compared with those from other trials. And imagine that one can drill down into clinical and other databases in an intelligent search in hours rather than months. This might lead to the rapid identification of cancer profiles, and of their corresponding optimal therapy*. "

ACGT is designed to realise this vision and will focus on this achievement by:

- Defining common standards of data storage at each level of investigation,
- Developing new ontologies for cross-referencing terms and their biological contexts; and
- Implementing a bio-medical GRID infrastructure offering seamless mediation services for sharing data and data-processing.

ACGT will therefore deliver a unifying infrastructure allowing cancer researchers to share their data and to benefit from the innovative informatics tools that are been developed by other researchers.

The design and implementation of this GRID infrastructure relies on 3 core activities:

INTEGRATION. The main objective of the project is to create advanced databases that combine clinical history; symptoms and signs; laboratory and histopathology; medical imaging; procedural and surgery results; and genetic data, taking into account standard clinical and genomic ontologies.

KNOWLEDGE GRID. ACGT will develop a Knowledge Grid infrastructures for the distributed mining and extraction of knowledge from data repositories offering knowledge discovery services in the domain of biomedical informatics. It will support a high-performing computational environment to: (a) cope with the huge-amount of both clinical and genomic data at the population level; and (b) meet the computationally costly data processing needs;

CLINICAL TRIALS. ACGT targets two major cancer diseases namely, breast cancer and paediatric nephroblastoma. In addition, in-silico oncology trial scenarios will be run to assess the utility of tumour-growth simulation on both cancers. The project will design and implementation of specific clinico-genomic trials based on:

- clear-cut research objectives for cancer-related clinical and genomic inquiries at all levels of human organism;
- incorporation of clinical-trials in an integrated GRID environment enriched with knowledge-discovery capabilities; and
- results interpretation into standardized clinical guidelines and protocols.

Altogether the ACGT technology will allow early and accurate diagnosis, deeper tumor understanding and the identification of optimal personalised therapy to fight cancer.

Composition on the ACGT Consortium

Partners	Country
ERCIM EEIG	FRA
Foundation for Research and Technology Hellas	GRE
Institut National de Recherche en Informatique et en Automatique	FRA
University van Amsterdam	NED
Philips Electronics Nederland B.V.	NED
Association Hospitaliere de Bruxelles – Centre Hospitalier Universitaire Bordet	BEL
Institut Suisse de Bioinformatique	SUI
Lunds Universitet	SWE
Universidad de Malaga	ESP
Universidad Politechnica de Madrid	ESP
Fraunhofer-Gesellschaft zur Foerderung der angewandten Forschung	GER
A. Persidis & SIA O.E.	GRE
University of Crete	GRE
Unisersitaet Hannover	GER
Instytut Chemii Biooganicznej pan w Poznaniu	POL
Custodix	BEL
Healthgrid	FRA
Institute of Communications and Computer Systems	GRE
Universitaet des Saarland	GER
S.C. SIVECO ROMANIA SA	ROM
Facultes Universitaires Notre-Dame de la Paix	BEL
Universitaet Hamburg	GER
The Chancellor, Masters and Scholars of the University of Oxford	GBR
Hokkaido University	JPN
Istituto Europeo di Oncologia s.r.l	ITA

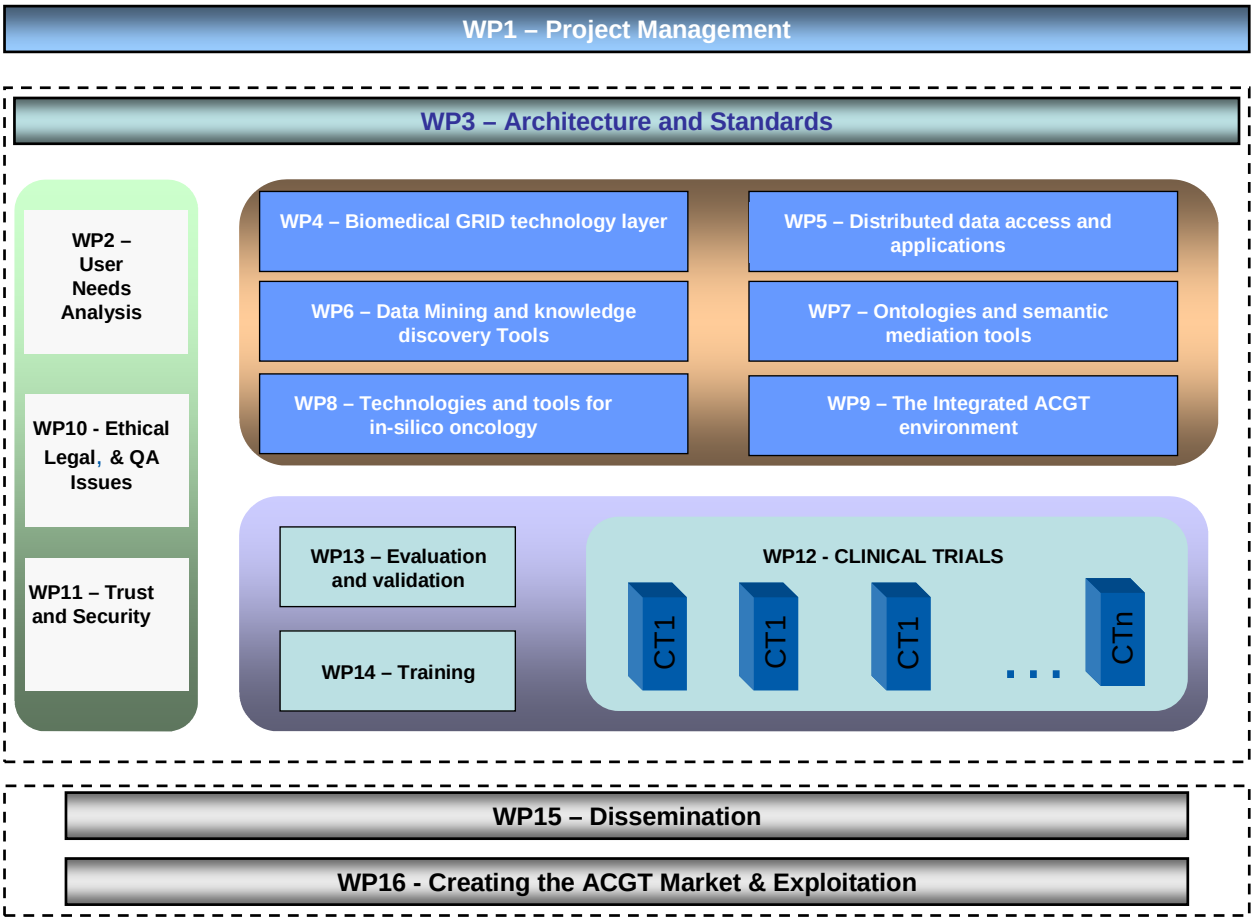
Project Organisational Structure

Project activities are broken down into manageable sections of coherent tasks called Workpackages.

The project tasks are grouped in a total of 16 Workpackages shown in the table below. Each Workpackage is headed by an identified leader.

Workpackage No	Workpackage title	WP Leader
WP1	Project Management	ERCIM
WP2	User Needs Analysis & Specifications	UdS
WP3	Architecture and Standards	PSNC
WP4	Biomedical GRID technology Layer	PSNC
WP5	Distributed Data Access, Tools and Applications	Philips
WP6	Knowledge Management & Discovery Tools	FhG
WP7	Ontologies and Semantic Mediation Tools	UPM
WP8	Technologies and Tools for in-silico Oncology	ICCS
WP9	The Integrated *ACGT* Environment	FORTH
WP10	Ethical, Legal and QA Issues	CRID
WP11	Trust and Security	Custodix
WP12	Clinical Trials	IJB
WP13	Evaluation and Validation	SIB
WP14	Training	Siveco
WP15	Dissemination	Healthgrid
WP16	Market Investigation & Exploitation	Biovista

The organisation of the Workpackages can be outlined as follows:



The ACGT Coordination is jointly ensured by ERCIM and FORTH. While ERCIM, represented by Remi Ronchaud (WP1 Leader), ensures the administrative and financial coordination of the project as a whole, FORTH, represented by Dr Manolis Tsinakis, manages and supervises the overall scientific and technical activities.

In addition, clear functions have been assigned to each participating institution. The section hereafter describes in detail the responsibilities of each partner and their involvement across the different activities composing the work plan.

ACGT Partners: roles and the functions

All the partners of the project have been assigned clear responsibilities and a specific role in the ACGT workplan. The tasks described correspond to the activities of the work-plan of the project, as described table hereafter.

N°	Partner	Main Responsibilities and Involvement
1	**ERCIM**	**Responsible for**: Project Coordinator. Administrative and financial management of the project, Evaluation and Selection of new Clinical Trials, Exploitation Plan **Involved in:** Education and Training
2	**FORTH**	**Responsible for**: Technical management of the project. The integration of the *ACGT* Environment, Phenotyping – Analysis of clinical data, identification & analysis of phenotypical profiles, Clinical Ontologies **Involved in:** Knowledge Management and Discovery Tools, Quality Control assessment, Distributed data access, Tools and Applications, User Needs Analysis & Specifications, Biomedical Grid and Clinical applications.
3	**INRIA**	**Responsible for:** Code execution acceleration (grid, parallelization etc.) for biomedical applications including in silico oncology **Involved in:** Knowledge Management and Discovery Tools, Distributed data access, Tools and Applications, Biomedical Grid Technology Layer
4	**UvA**	**Responsible for**: Visualization tools and services **Involved in:** Knowledge Management and Discovery Tools
5	**Philips**	**Responsible for:** Distributed data access, Tools and Applications, **Involved in:** The integration of the *ACGT* Environment, market potential of ACGT
6	**IJB**	**Responsible for**: Clinical Trials, Clinical Pilot in Breast Cancer **Involved in:** User Needs Analysis & Specifications

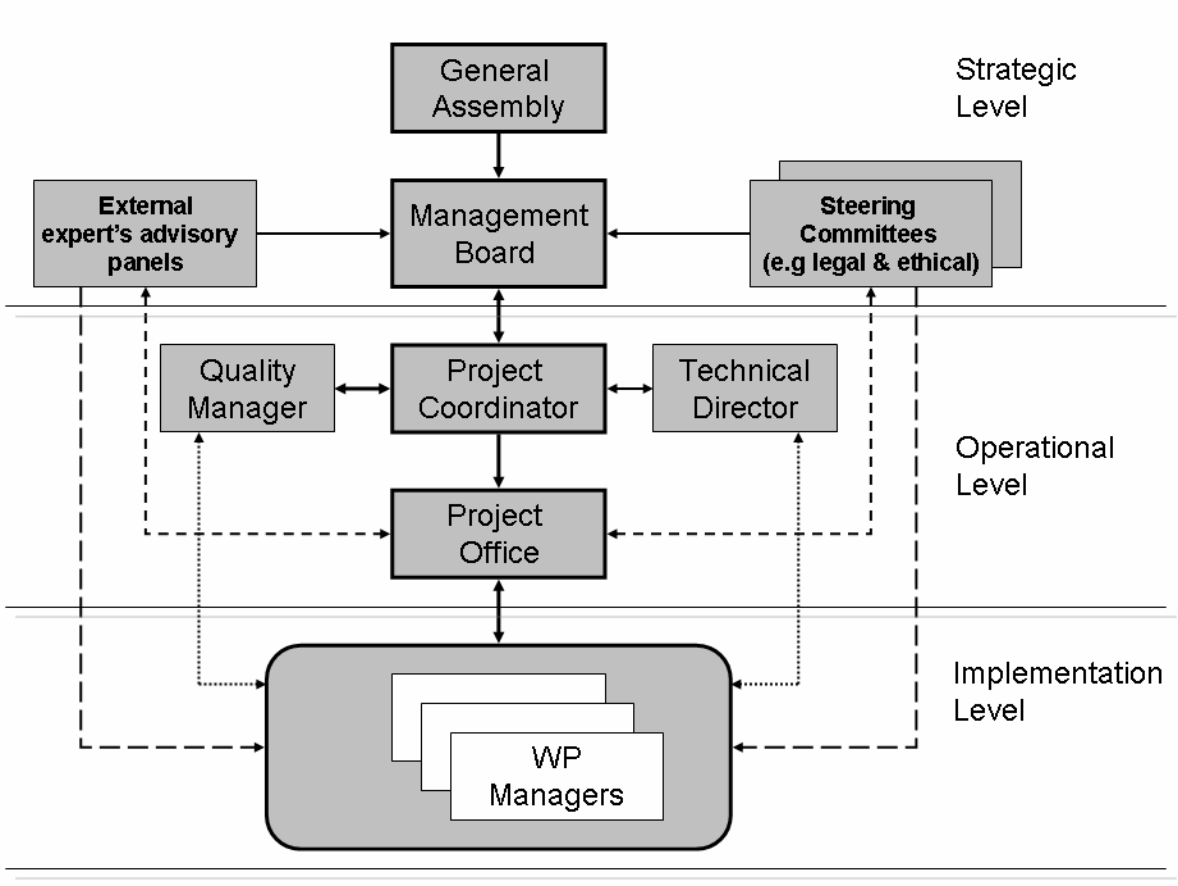
7	**SIB**	**Responsible for:** Specification and Design of Clinical Trials, Implementation of analysis tools for clinical scenarios, **Involved in:** Knowledge Management and Discovery Tools, User Needs Analysis & Specifications, Architecture and Standards, Biomedical Grid Technology Layer
8	**LundU**	**Responsible for:** Genomic Ontologies and Genomic data standards **Involved in:** Distributed Data Access and Applications
9	**UMA**	**Responsible for:** Implementation of local nodes sites of the Biomedical Grid, Interaction between clinico-genomic information systems, Genotyping – analysis of gene-expression data, biomarkers, identification and analysis of genotypical profiles. **Involved in:** Knowledge Management and Discovery Tools, The integration of the *ACGT* Environment, Architecture and Standards
10	**UPM**	**Responsible for**: Clinico-genomic ontologies and semantic mediation tools **Involved in:** Knowledge Management and Discovery Tools, The integration of the *ACGT* Environment, Distributed data access, Tools and Applications, User Needs Analysis & Specifications
11	**FhG**	**Responsible for:** Knowledge Management and Discovery Tools, Implementation of Data access services, Semantic Mediation Tools and Services **Involved in:** Distributed data access, Tools and Applications, Architecture and Standards, Biomedical Grid Technology Layer
12	**Biovista**	**Responsible for:** Market Investigation and Exploitation **Involved in:** Knowledge Management and Discovery Tools
13	**UoC**	**Responsible for**: User Needs and Requirements Analysis **Involved in:** User Needs Analysis & Specifications, Clinical Trials, Clinical Pilot in Breast Cancer
14	**IRI**	**Responsible for: --** **Involved in:** Security, Ethics, Legislation and Quality Control assessment

15	**PSNC**	**Responsible for:** Architecture and Standards, Biomedical Grid Technology Layer **Involved in:** The integration of the *ACGT* Environment, Distributed data access, Tools and Applications, User Needs Analysis & Specifications
16	**Custodix**	**Responsible for:** Security, monitoring and Control of the Biomedical Grid, Security, Ethics, Legislation and Quality Control assessment **Involved in:** Architecture and Standards, Biomedical Grid Technology Layer
17	**HEALTHGRID**	**Responsible for:** Dissemination Activities **Involved in:** Training
18	**ICCS**	**Responsible for:** Tools and services for tumour growth and response to therapy simulation **Involved in:** Knowledge Management and Discovery Tools, User Needs Analysis & Specifications, Architecture and Standards, Biomedical Grid Technology Layer
19	**UdS**	**Responsible for**: User Needs Analysis & Specifications, Clinical Pilot in Children Ontology **Involved in:** User Needs Analysis & Specifications
20	**SIVECO**	**Responsible for:** Education and Training, *ACGT* Portal Application **Involved in:** Training and dissemination aspects of the project
21	**FUNDP**	**Responsible for:** Ethics, Legislation and Quality Control assessment **Involved in:** Security
22	**UoH**	**Responsible for**: --- **Involved in:** Security, Ethics, Legislation and Quality Control assessment
23	**UOXF.BP**	**Responsible for:** --- **Involved in:** User Needs Analysis & Specifications, Clinical Trials, Clinical Pilot in Breast Cancer

24	**UHok**	**Responsible for:** --- **Involved in:** Architecture and Standards, Biomedical Grid Technology Layer, Data Access, Knowledge Management, In Silico
25	**IEO**	**Responsible for**: --- **Involved in:** Clinical trials, Clinical Pilot in Breast Cancer, User Needs Analysis & Specifications

Project Management

In order to assist the ERCIM and FORTH is their coordination tasks, several managerial bodies have been implemented within ACGT. The overall project management can be outlined as follows:



The project organisation comprises an overseeing Management Board along with supporting teams. The overall co-ordination of the project will be shared between the Project Coordinator/Manager (PC), the Scientific-Technical Director (TD) and the Quality Manager (QM).

The key bodies composing the management architecture are:

- **Management Board (MB)**
- **Project Coordinator (PC) –** Remi Ronchaud, ERCIM
- **Technical Director (TD) –** Manolis Tsinakis, FORTH
- **Quality Manager (QM) –** Norbert Graf, University of Saarland
- **General Assembly (GA)**
- **Work Package Leaders (WPL)**
- **Task Leaders (TL)**

Management Board

The Management Board (MB) acts as the supervisory body for the project execution, reporting and accountable to the General Assembly. The management board shall be made up of a selected number of representatives of partners. The number of members of the MB (7 or 9) will be decided in the Consortium agreement and individuals will be selected at the first General Assembly Meeting. The project co-ordinator or their representative chairs the management board. The project Technical Manager will also sit on the Management Board.

The Management Board is responsible for co-ordinating the project; implementing the decisions of the General Assembly; all Operational Management aspects of the Project and any decisions that do not fall in the remit of the General Assembly.

A majority of two thirds is required for decisions. The Consortium Agreement will document those decisions where a greater percentage in favour is required. Meetings will be held *quarterly*.

Project Co-ordinator (Remi Ronchaud)

The lead partner appoints the co-ordinator. The co-ordinator is responsible for the high level management of the programme to ensure that the strategic intent carried out is within the aims of *ACGT* as agreed by the partners and according to the objectives agreed with the Commission.

The co-ordinator shall report and be accountable to the Management Board.

Specific responsibilities include:

- Official point of contact with the European Commission
- Contract signatory for the contract with the EC
- Chair of the Steering Committee and Management Board (including agenda setting and production of minutes)
- Preparation of European Commission and Closure Reports
- Manages the delivery of major milestones
- Point of contact for conflict resolution
- Establishing efficient internal management and control procedures including budgets

The Project Coordinator is supported in his activities by a Technical Manager and a Quality Manager, with roles and responsibilities as described hereafter.

Technical Director (Manolis Tsinakis)

The Technical and Scientific Manager has the responsibility of providing the overall technical and scientific coordination of the project, in line with the strategic decisions of the GA and MB.

The Technical Director (TD) will monitor the technical work on project level (e.g. detecting potential incompatibilities and technical problems that can delay the progress of the overall project, and will provide suggestions as to how problems can be solved among the work packages). She/he will also keep track of the technical integration work and will be responsible for every update of the systems in use. Furthermore she/he will organize technical workshops and meetings, proposes the Agenda in the technical workshops and meetings, and agrees on the Deliverables produced by the WPs and Submits Deliverables to PC.

The technical and Scientific Manager is also a member of the Project Management Board.

Quality Manager (Norbert Graf)

The Quality Manager (QM) will be in charge of the quality assurance of the work and will have as main object the implementation of the quality control process.

He will be responsible for drawing up a detailed Quality Plan of work that will describe the complete analysis of work, the allocation of resources and the relative processes and will be included in the Project Management Guidelines document (D1.2).

This initial document, under the responsibility of the Quality Manager, will have to define concrete and measurable indicators of success. Subsequently these indicators will be monitored by the QM and analysed, so that the Project coordinator and the higher level

of Project Management has on a continuous base knowledge of the quantity and especially the quality of the output of the project.

The Quality Manager will be in charge of the continuous follow-up of work and in cases of nonconformities, proposes the suitable corrective actions to the concerning Manager. He will also have the responsibility of reviewing the effectiveness of corrective actions. The Quality Manager will interact with the WP Leaders, the Project Manager, the Technical and Scientific Manager and the Consortium Steering Committee and with external peers. He will offer support and will monitor the quality of the project's results at every stage of the project's development based on the guidelines mentioned in the Project Management Guidelines.

General Assembly

The General Assembly is the ultimate decision-making board of the Consortium and is in charge of setting policy and strategic decision-making. A senior executive appointed by the Project Co-ordinator should chair the General Assembly. The decisions of the General Assembly are legally binding to all partners. All partners shall be entitled to send one voting representative to the General Assembly.

The areas of responsibility of the General Assembly are the final approval of the annual implementation plan prior to submission to the European Commission; all budget related matters; the acceptance of new partners; the exclusion of partners; the structure and restructuring of the work packages; changes to the Consortium Agreement.

All decisions must be passed by a double majority based on the proportions of work allocated and absolute numbers of partners. The Consortium Agreement will document those decisions where a greater percentage in favour is required.

Meetings will be held *twice per year*.

Steering Committees

Steering Committees act as the operational management board for each of the work packages. The Work Package Project Manager will chair their respective committee. To facilitate organisation and management the project is structured into different work packages. One representative of each partner involved in the work package will be entitled to attend the steering committees. The work package leaders are responsible to the Management Board.

The Steering Committees will meet *quarterly/as required*.

Specialist Advisory Panels

The management board has the authority to establish panels to advise it and support it in the proper management of and co-ordination of the project. These panels have an advisory role only.

The members of the panels are expected to be senior representatives from the governmental health care authorities in the participating countries, with responsibility for ICT policy making and strategic direction of ICT developments. Representatives from industry and Standards' Organisations may also become part of the panels. The Panels will be responsible for the exchange of technical views on the development of the components between industry partners, providing advice to the work packages.

We have already identified the need for a specific such advisory panel to include representatives of (a) European and National Patient Organisations, (b) national ethical committees form several EU countries. The committee will primarily provide external advice on ethical and legal issues related to the work of *ACGT*.

We are also setting up a Strategic Planning advisory panel. Its purpose is to assist the ACGT Management Board with strategic planning and vision development activities.

The members of such a panel will include selected, established individuals capable of fulfilling the aforementioned purpose.

Furthermore a 5-member committee of internationally renowned clinical researchers will be established as a clinical studies approval and monitoring committee. Its main purpose will be to initially approve the ACGT clinical studies and to continuously monitor the evolution of the ACGT clinical studies in accordance to the ACGT scope and objectives.

Project Office (PO)

The PO is responsible for co-ordinating all Project activities and organising General Assembly and Management Board meetings. The Project Office Manager will head the Project Office. Specific responsibilities include:

- Establishing the necessary infrastructure (monitoring mechanisms, circulation of guidelines, analytical accounting system) for the project's administration.
- Supporting the evolution of the work-plan (time-plan of the tasks, critical tasks). Advise the TD & PC for monitoring the activities and the allocation of manpower.
- Supporting the meetings of the project's committees and teams as well as the major partnership meetings (preparation, agenda, support during the events, and circulation of minutes, presentations and proceedings).
- Handling the financial aspects of the project (checking efforts, resources in regular time segments) and refers them to PC
- Advising the TD & PC for the management of project's resources and control the project's budget.
- Organizing and support plenary meetings (preparation, agenda, support during the events, circulation of minutes, presentations and proceedings).
- Supporting the PC to conduct the annual reports.

- Supporting the PC to the annual review of the EC.
- Ensuring the effectiveness of the project's internal information services.
- Controlling the quality of information flows (reviews).

The Project's Office will be organized by ERCIM which has great experience in the field of Project Management (as far as the administrative and financial management is concerned) and guarantees that the ACGT Project will be appropriately managed and it will cover all the special needs that will arise during the period of four years

The complete detail of the functioning of the different managing bodies is described in detail in the Consortium Agreement.

In order to ensure an efficient supervision of the different activities within the project, the coordination has implemented a **periodic reporting** scheme to ensure a close follow-up and progress monitoring of ACGT activities.

In addition the project has set up **internal communication tools** to ensure a coherent information flow within the project and across the different managing bodies in encompasses.

Periodic Reporting

Periodic Reports are being produced quarterly and every 6 months to measure the progress of the project on a regular basis.

Quarterly-Monthly Reports

These quarterly reports (every 3 months) are internal documents to help the Coordination monitor the progress made and difficulties met by the WPL. They will keep track of the work achieved in each workpackage, and help identify how the particular progress of a workpackage affects another.

These internal Quarterly reports consist of a brief description of the work achieved, major achievements & issues met. After every reporting period they will be:

- Completed by the WP Leaders
- Sent by email to the PC no later than one week after the end of the reporting period
- Incorporated into a single document to be submitted for discussion to the MB by video or audio conference
- Validated by the TC
- Archived by the PC on the BSCW - ACGT/ Periodic Reports/ Quarterly Report https://bscw.ercim.org/bscw/bscw.cgi/146703

Bi Annual Reports

Official progress reports produced every 6 months are mandatory and are submitted to the European Commission. They will enable the TD to identify deviations from plan, technical issues, problems in the communication flow, and is a pro-active way to address any potential arising issue The Management Board and the external Advisory Panels will assist the TD if necessary to further investigate areas of concern. They will be

- Completed by all partners and WP Leaders no later than one week after each reporting period
- Sent by email to the PC for consolidation of sections "Workpackage progress of the period", "Major Achievements during the reporting period", "Dissemination activities (publications & events)" and "Deviations from Plan"
- Assembled by the PC (a draft version will be made available to the TD to prepare the "Executive Summary")
- Sent to TD (Final Version) to finalise the Executive Summary
- Submitted for discussion to the MB by video or audio conference
- Validated by the TD
- Sent to the European Commission by the PC no later than one week after each reporting period
- Archived by the PC on the BSCW - ACGT/ Periodic Reports/ Bi annual Report https://bscw.ercim.org/bscw/bscw.cgi/146708

IMPORTANT NOTICE: The European Commission will not accept to receive documents after the specified delays. These must imperatively be respected.

Internal Communication tools

Several tools have been set up to support internal communication:

- ACGT web site
- BSCW server and Wiki
- Specific Mailing Lists
- Audio conferencing
- Technical and plenary meetings

ACGT Website – http://www.eu-acgt.org/

All tools will be accessible from the website. The project website will be key in supporting ACGT communication. It will provide the channels for communication both within and external to the project together with a secure collaborative working area.

BSCW server and wiki

The ACGT web site has a direct link to a BSCW (Basic Support for Co-operative Work) workspace and a Wiki.

BSCW: https://bscw.ercim.org/bscw/bscw.cgi/62625

Wiki: http://wiki.healthgrid.org/index.php/ACGT:Index

This does not only provide the project with a reliable document repository for current documents and deliverables, it also enables collaboration over the Web as a 'shared workspace' system which supports document upload, event notification, group management and discussion.

Mailing Lists

The following mailing lists have been created

General Mailing Lists

ACGT@inria.fr – All ACGT Participants

ACGT-MB@inria.fr – Management Board

ACGT-QA@inria.fr – Quality Asurance
ACGT- EB@inria.fr – Editorial Board
ACGT-AP@inria.fr –Advisory Panel

In addition, specific Workpackage Mailing Lists have been set up:

ACGT-wp1@inria.fr
ACGT-wp2@inria.fr
ACGT-wp3@inria.fr
ACGT-wp4@inria.fr
ACGT-wp5@inria.fr
ACGT-wp6@inria.fr
ACGT-wp7@inria.fr
ACGT-wp8@inria.fr
ACGT-wp9@inria.fr
ACGT-wp10@inria.fr
ACGT-wp11@inria.fr
ACGT-wp12@inria.fr
ACGT-wp13@inria.fr
ACGT-wp14@inria.fr
ACGT-wp15@inria.fr
ACGT-wp16@inria.fr

If you need to:

- Create or delete an additional mailing list
- Subscribe or delete a participant to a mailing list
- Encounter any other problem

send an email to the Project Office at florence.pesce@ercim.org, copy to the PC (remi.ronchaud@ercim.org).

Audio Conferencing

They will be of regular support for the SC meetings and any additional needs.

Audio Conferences (AC) will be organised on-demand (florence.pesce@ercim.org) using ERCIM internal services.

Video Conferences (VC) can be organised by ERCIM using internal services (prior notice mandatory to florence.pesce@ercim.org : 1 week.).

For each AC or VC, the organisers should:

- Prepare an Agenda,
- List all participants a they join the AC (or VC)
- Decide upon an Actions for the different items discussed
- Validate the Action list
- Date of next AC (or VC)
- Circulate the Actions by e-mail

Technical and plenary meetings

A schedule of meetings will be maintained on the ACGT website. Each meeting will be assigned a Chairperson and meeting attendees will be restricted to only those who need to attend. This will be decided by the meeting Chairperson.

For internal meetings a meeting agenda will be distributed prior to the meeting date.. Each meeting minutes will be distributed within 10 working days following the meeting.

Minutes of meetings should contain at least the following sections:

- Participants,
- Agenda,
- Inventory of released documents since the last meeting,
- Discussion points,
- Action list,
- Meeting list,
- Date of next meeting

Production of deliverables

The complete guidelines to produce deliverables are described in detail in D1.2 "Definition and Guidelines for the Quality Assurance Process".

Deliverable layouts are also available for download from the BSCW server.

Financial guidelines

Specific guidelines have been prepared by ERCIM, relying on previous experience in coordinating European Project in FP6.

The basic concepts of "**cost models"** and "**direct and indirect costs"** are being recalled in the following section:

Cost models

There are three distinct cots models under the Sixth Framework Programme (FP6).

· **Full Cost with actual indirect costs (FC)**

In this model, eligible direct and indirect costs are charged by the contractors.

· **Full Cost with indirect flat rate costs (FCF)**

In this model, eligible direct costs and a flat rate for indirect costs are charged. This flat rate applied is 20% of all direct eligible costs minus the cost of sub-contracts.

· **Additional Costs with indirect flat rate costs (AC)**

In this model, eligible direct additional costs and a flat rate for indirect costs are charged. The flat rate is equal to 20% of all direct additional costs minus the cost of sub-contracts.

Cost models per Partner

No	Partners name	Partners short name	AC	FC	FCF
1	EEIG ERCIM	EEIG ERCIM		x	
2	FORTH	FORTH		x	
3	INRIA	INRIA		x	
4	University of Amsterdam	UvA	x		
5	Royal Philips Electronics	Philips		x	
6	Institut Jules Bordet	IJB	x		
7	Swiss Institute of Bioinformatics	SIB	x		
8	Lunds Universitet	LundU	x		
9	Universidad de Malaga	UMA	x		
10	Universidad Politechnica de Madrid	UPM		x	
11	Fraunhofer	FHG		x	
12	BIOVISTA	BIOVISTA		x	
13	University of Crete	UOC	x		
14	Institute of Legal Informatics	IRI	x		
15	Poznan Supercomputing and Networking Center	PSNC	x		
16	Custodix	Custodix		x	
17	Healthgrid	Healthgrid	x		
18	Institute of Communications and Computer Systems	ICCS	x		
19	Saarland University	UdS	x		
20	SIVECO	SIVECO		x	
21	Research Center for Computer and Law, Namur University	FUNDP-CRID	x		
22	University of Hamburg	UoH	x		
23	University of Oxford	UOXF.BP	x		
24	Hokkaido University	UHok	x		
25	Istituto Europeo di Oncologia s.r.l	IEO	x		

Direct and Indirect costs

Direct costs, direct additional costs and indirect costs are defined below:

· **Direct cost** are all costs that fall under the definition of eligible costs which can be charged directly to the project, and are determined by the contractor in accordance with its usual accounting practices;

· **Direct additional cost,** are direct costs additional to the normal recurring costs of the contractor and not covered by any other sources of funding. For direct additional costs of personnel, there are three possibilities to charge these costs to the contract:

- personnel with a temporary contract for working under the Community contract concerned ;

- personnel with a temporary contract with a view to completing a doctorate ;

- personnel whose employment contract depends wholly or in part on additional external financing. In this case, costs charged to the project must exclude all costs covered by normal recurring financing.

· For contractors working on the **full cost model, indirect costs** are all eligible costs determined by the contractor, in accordance with its usual accounting practices, which are not directly attributable to the project but are incurred in relation to the direct costs of the project. For those contractors using either of the flat rate models (FCF, AC) a flat rate is applied to the direct costs to cover the indirect costs.

Official European Commission Reviews

The aim of the Official review is to provide a checkpoint of control for the project coordinator. They will be held once a year, during two or three days at a date set by the European Commission. Three to five external Reviewers committed by the European Commission will lead the Review.

Participation to these reviews is restricted to, and mandatory for:

- the Scientific Coordinator
- the Administrative and Financial Coordinator
- The Workpackage Leaders

Other people may be requested by the project Technical Director (Manolis Tsinakis, FORTH) to attend such Reviews.