



**FACULTY OF MEDICINE
IN PILSEN**
Charles University

Project full title: ERA Chair Position for Excellent Research in Oncology

Project acronym: Chaperon

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The *Chaperon Plan of dissemination and knowledge transfer* describes the activities to be performed and the channels to be used to promote and disseminate the project and its outputs/deliverables, and to exploit the project results.

The *Plan of dissemination and knowledge transfer* has been developed by the team of WP5 (National and international outreach and dissemination) led by the WP leader prof. Milena Králíčková, MD, PhD.

Table of content

1	List of abbreviations.....	4
2	Introduction.....	5
2.1	About the Chaperon project	5
2.2	WP5 - National and international outreach and dissemination.....	5
2.2.1	Plan of dissemination and knowledge transfer - T5.1	6
2.2.2	Visual identity, communication and dissemination tools - T5.2.....	6
2.2.3	Dissemination and communication activities - T5.3.....	7
2.2.4	Outreach actions towards key stakeholders - T5.4	7
2.3	List of deliverables of WP5.....	8
3	Objectives of dissemination	12
4	External communication	12
4.1	Target groups	13
4.2	Dissemination channels	14
4.3	Intellectual property rights (IPR) strategy.....	15
4.4	Open access.....	15
5	Internal communication.....	17
	APPENDIX 1 – CHAPERON VISUAL IDENTITY	18
	APPENDIX 2 – CHAPERON PRESENTATION TEMPLATE	19
	APPENDIX 3 – CHAPERON PROJECT WEBSITE	20
	APPENDIX 4 – LIST OF THE CHAPERON PUBLIC DELIVERABLES	21
	APPENDIX 5 - RECORDS OF DISSEMINATION ACTIVITIES.....	22

1 List of abbreviations

BC	Biomedical Center of the Faculty of Medicine in Pilsen
CUNI	Charles University in Prague
DMP	Data management plan
EC	European Commission
EU	European Union
FMP	Faculty of Medicine in Pilsen
M	Month
SSES	Summer School of Experimental Surgery
T	Task
WP	Work package

2 Introduction

This introduction aims to briefly present: the Chaperon project; the WP5 on National and international outreach and dissemination; the deliverable, its structure, its methodology and objectives. This Plan of dissemination is the first draft and will be re-evaluated by the ERA Chair holder.

2.1 About the Chaperon project

The Biomedical Center of the Faculty of Medicine in Pilsen, which has recently been established at the Charles University with support of the European Fund for Regional Development, represents a high-grade regional research infrastructure in the fundamental field of cancer biology and oncology. However, despite its advanced research and innovation performance, the potential of the Center is still not fully exploited, dominantly due to its unsatisfactory attractiveness to top-class researchers, concerning both established experts as well as promising young scientists and PhD students. This represents a major structural weakness of the Center. To directly address this issue, we propose the Chaperon action with the main goal to recruit a world class researcher and research manager to

- 1) establish and lead new Laboratory of Translational Cancer Genomics filling a thematic gap in the structure of the Center;
- 2) become the head of Research Programme 2 of the Center, thus strongly boosting its excellence;
- 3) take a position in several institutional advisory and supervisory bodies in order to moderate the transformation of human resource policies and managerial processes at the Faculty of Medicine in Pilsen and Charles University on their way to excellence. Attracting high-quality human resources and assuring their sustainability by bringing the institution in close compliance with the ERA priorities and the Regional Smart Specialisation Strategy, the project will substantially increase the research and innovation (R&I) performance of the Center, provide crucial international networking opportunities with respect to all key stakeholders and increase the competitiveness of the institution in obtaining international funding such as ERC. By achieving these goals, the Chaperon ERA Chairs project will help diminish the inequalities in R&I performance within the ERA.

2.2 WP5 - National and international outreach and dissemination

The main goal of work package 5 is to create and implement the project's dissemination strategy. The strategy described in the dissemination plan will be the main tool for communicating with the target groups; it will present a detailed schedule of the individual activities, their timing, the expected outputs and ways of evaluating the impacts of the implemented actions. The aim of the WP5 is to deliver the information to the professional community about the functioning of the ERA Chair holder and the results of this cooperation, and to inform the official partners and general public about international cooperation, development of CUNI and the level of education provided. All events will be promoted via various electronic information channels (at the level of the project, FMP and the CUNI) for a maximal accessibility for both internal and external audience. In addition, activities of WP5 will ensure a successful implementation of structural changes to the university, the introduction of which will be based on international knowledge and experience of ERA Chair holder. WP5 will be led by prof. Milena Králíčková, MD, PhD, Vice-Rector for Education CUNI.

2.2.1 Plan of dissemination and knowledge transfer - T5.1 (B. Černíková, PR Manager, M1–M6o)

The main goal of this task is to prepare the Plan for dissemination of knowledge transfer and the Data management plan. During the M1 – M2, individual activities will be planned to disseminate information on the implementation of project actions and the results achieved. Lists of contact persons of individual target groups will be elaborated in detail, including the assignment of relevant communication channels and tools for reaching specific audience. The timeline for each dissemination activity, publication and event will be set up, including an accurate list of documentation needed. The review and evaluation process will be described for each activity and result, together with individual responsibility and data management procedure, as well as the data storage and future exploitation including IPR management. The task leader will ensure approval of the first versions of the Plan for dissemination of knowledge transfer and the Data management plan do be finalized as deliverables 5.1 and 5.2, respectively, in M3. After completing the selection process for the ERA Chair position, both plans will be revised and possibly modified by the ERA Chair holder and updated in M7. The Plan for dissemination and knowledge transfer will be periodically (every 6 months) re-evaluated and, if necessary, modified with the aim of maximizing the impact and success of the planned actions. The definitive Plan for dissemination of knowledge transfer will be published in M6o, including all operational modifications and changes. The applied processing and design of the plan will also be used as training material for participants in internal training for grant application preparation and administration. Since the Chaperon will generate deliverables that are not assumed to be commercialized, the open access to information and materials created during the implementation of WPs will be available publicly through the project website, also after the project termination. The individual IPRs developed in the project will be managed in compliance with backgrounds of the host institution and its parts and the ERA Chair recruitment procedure. Records on IPR issues will include their detailed description, methodology for data collection, selected way of protection and necessary preliminary agreements concluded for their protection. Task leader will closely cooperate with legal department of FMP and the Project Coordinator in managing individual IPR issues. The internal records on IPR issues will be discussed on regular Project Board meetings. The general principles of IPR strategies will be developed in cooperation with ERA Chair holder and T4.3 leader as important part of grant applications for research projects submitted within the project implementation and in the future as well.

2.2.2 Visual identity, communication and dissemination tools - T5.2 (P. Hošek, Project coordinator, M1–M6o)

This task will focus on development of unified visual identity of project activities. The project logo, designed during the proposal preparation and other visual identification tools development will be organized by the Administrative support team in cooperation with PR department of FMP and Rectorate of CUNI. The project website will be created based on the structure defined in the Plan for dissemination of knowledge transfer, including additional tools such as event. registration, links with CUNI/FMP/BC websites and internal/employee access portal. The official launch is planned for the M4, with M3-M4 testing and modification period. Templates of project documentation (e.g. presentation, internal report, work and action plans, event invitation and flyer, attendance list) for operational use will be designed and stored for use on implementation on a defined internal portal on the project site. The mailing lists for identified target groups will be created and maintained by Administration support team. Communication rules and procedures will be set with the current communication channels and established with the new partners for dissemination (Horizon

magazine, Cordis and public media) during the first 2 months of task implementation. The task leader will be responsible for maintenance of unified visual identity of all project deliverables published externally as well as internally. System and criteria of evaluation and monitoring of effectiveness and impact success of each dissemination tool will be set; internal monitoring and evaluation reports will be produced annually and discussed at regular Project Board meetings.

2.2.3 Dissemination and communication activities - T5.3 (N. Štorková, Project Administrator, M1-M6o)

This task will carry the core activities of dissemination and communication in compliance with the Plan for dissemination of knowledge transfer developed in T5.1. To ensure the maximum impact and effectiveness of partial steps, the realization of dissemination activities under this task will focus on periodical update of project websites and corresponding links, archive management of the public documents, active use of social networks and coordination of shared contributions, publication of articles in different electronic media and complex electronic communication during the whole project implementation (email, skype), electronic publication of the Chaperon newsletter on monthly basis. The task leader will ensure the administrative support to other WP leaders with design and final publication of project results in particular, the review process prior the final publication of scientific articles and publications in peer-reviewed journals delivered under T2.3. The relevant target groups will be informed on the project activities and the achieved results on the regular basis within using the internet and personal communication tools. The Project Administrator will manage and update the project calendar of appointments using online internet tool (Google calendar or similar). He/she will organize the personal individual meetings, interviews with representatives of TOP management, cooperating project teams, heads of CUNI departments and research laboratories, principal investigators and other stakeholders.

2.2.4 Outreach actions towards key stakeholders - T5.4 (N. Štorková, Project Administrator, M1-M6o)

Task leader will provide organizational and coordinating support for all project events. The technical and organizational support will be provided for events whose thematic content will be created under other WPs, in particular:

WP2 - conferences in Pilsen and EU, ERA Research Club events, courses and awareness rising events, practical lectures, workshops and seminars

WP3 – workshops and networking events

WP4 – internal workshops.

The members of the research team will actively participate on both national and international conferences to promote results of their research and to increase awareness about the ERA Chair project and excellent science in Pilsen. There are 11 participants expected to actively attend 7 conferences within EU with project presentations. Under the supervision of the ERA Chair holder, the research group will organize International conference in Pilsen, focused on the field of onkology and cancer biology, with capacity of 75 participants. The research team will, under supervision of the ERA Chair, organize four oncology courses and practical lectures for the academic, scientific and medical target group, with capacity of 15 participants per event. The planned training and educational activities conveniently complements a successful project of international Summer School of Experimental Surgery implemented by CUNI since 2014 for undergraduate students of

medicine. The Summer School of Experimental Surgery will include the Chaperon educational activities for future medical professionals (four events with capacity 20 participants per event) and the active presence of the ERA Chair holder will bring substantial added value to its excellent master and doctoral education program. Outcomes of this cooperation will be further developed within the coordination of institutional development projects under supervision of the ERA Chair holder. A webinar format will be created for main workshops and courses. Registration for attendance or online participation in individual training activities will be ensured through the project website. The first activity will be the Opening conference planned for M10 of project implementation, with capacity of 30 attendees. The opening of the conference will be the dean's speech and presentation of main project goals, information about the initial activities of the selection of an excellent colleague and presentation of ERA Chair holder and his/her mission at CUNI. Attendees will be subsequently presented the planned activities for the next 50 months of project implementation personally by the ERA Chair holder. Open Days events will be held annually in autumn (three events, each with capacity of 20 participants) in coordination with other CUNI events organized for the general public and media. The last project event will be the Final conference organized in M60. The program of the Final conference will be divided into official part containing presentation of outputs, achieved goals and sustainability plan, and afternoon networking part involving interactive workshop for external professional partners from business, presentation of successful cooperation in application sphere and final informal reception. Presentations, announcements, invitations for events, leaflets, programs, activity and events reports and attendance lists developed for all project events will be archived in project documentation. The task leader will ensure active internal communication within the implementation team (Project Board) and responsible representatives at university, faculty and research institute level during preparation of each event.

2.3 List of deliverables of WP5

D5.1a: Plan of dissemination and knowledge transfer (M3, M7, M60) D5.1b: Data management plan (M3, M7) D5.2: Official project website (M4) D5.3: Reports on dissemination activities (M15, 30, 45, 60) D5.4: Reports on project events (M15, 30, 45, 60).

Table 1 List of deliverables of WP5

NATIONAL AND INTERNATIONAL OUTREACH AND DISSEMINATION			
WP5	D5.1	Plan of dissemination and knowledge transfer	31.10.2019
WP5	D5.2	Data management plan	31.10.2019
WP5	D5.3	Official project website	30.11.2019
WP5	D5.4	Project Events	31.07.2020
WP5	D5.5	Project Events 1	31.07.2021
WP5	D5.6	Project Events 2	31.07.2022
WP5	D5.7	Project Events 3	31.07.2023
WP5	D5.8	Project Events 4	31.07.2024

D5.1 : Plan of dissemination and knowledge transfer [3]

During the M1 – M2, individual activities will be planned to disseminate information on the implementation of project actions and the results achieved. The Plan for dissemination and knowledge transfer will be periodically (every 6 months) re-evaluated and, if necessary, modified

with the aim of maximizing the impact and success of the planned actions. The definitive Plan for dissemination of knowledge transfer will be published in M6o, including all operational modifications and changes. Planned submission to EC M3, M7, M6o.

D5.2 : Data management plan [3]

The Data management plan (D5.2) for the project implementation will be prepared during the first 3 months (T5.1) together with the Plan for dissemination and knowledge transfer (D5.1), including the settlement of persistent identifiers, deadlines and procedures of data verification and publication, and storage in defined repositories. After the incorporation of ERA Chair, the DMP will be reviewed and a set of recommendations for modifications will be applied. After final approval, DMP standards will be kept consistent during the whole project implementation. General principles for DMP elaboration as necessary part of applications for funding of research projects will be designed by the ERA Chair holder in presentations for the planned training activities (WP2, WP4). General principles will be further elaborated in the interactive guide (T4.3) including the active use of the DMP online tool. Submission to EC M3, M7.

D5.3 : Official project website [4]

The project website will be created based on the structure defined in the Plan for dissemination of knowledge transfer, including additional tools such as event registration, links with CUNI/FMP/BC websites and internal/employee access portal. The official launch is planned for the M4, with M3-M4 testing and modification period. Templates of project documentation (e.g. presentation, internal report, work and action plans, event invitation and flyer, attendance list) for operational use will be designed and stored for use on implementation on a defined internal portal on the project site.

D5.4 : Project Events [12]

To ensure the maximum impact and effectiveness of partial steps, the realization of dissemination activities under this task will focus on periodical update of project websites and corresponding links, archive management of the public documents, active use of social networks and coordination of shared contributions, publication of articles in different electronic media and complex electronic communication during the whole project implementation (email, skype), electronic publication of the Chaperon newsletter on monthly basis. All these activities will be reported to the Project Coordinator.

D5.5 : Project Events 1 [24]

To ensure the maximum impact and effectiveness of partial steps, the realization of dissemination activities under this task will focus on periodical update of project websites and corresponding links, archive management of the public documents, active use of social networks and coordination of shared contributions, publication of articles in different electronic media and complex electronic communication during the whole project implementation (email, skype), electronic publication of the Chaperon newsletter on monthly basis. All these activities will be reported to the Project Coordinator.

D5.6 : Project Events 2 [36]

To ensure the maximum impact and effectiveness of partial steps, the realization of dissemination activities under this task will focus on periodical update of project websites and corresponding links, archive management of the public documents, active use of social networks and coordination of

shared contributions, publication of articles in different electronic media and complex electronic communication during the whole project implementation (email, skype), electronic publication of the Chaperon newsletter on monthly basis. All these activities will be reported to the Project Coordinator.

D5.7 : Project Events 3 [48]

To ensure the maximum impact and effectiveness of partial steps, the realization of dissemination activities under this task will focus on periodical update of project websites and corresponding links, archive management of the public documents, active use of social networks and coordination of shared contributions, publication of articles in different electronic media and complex electronic communication during the whole project implementation (email, skype), electronic publication of the Chaperon newsletter on monthly basis. All these activities will be reported to the Project Coordinator.

D5.8 : Project Events 4 [60]

To ensure the maximum impact and effectiveness of partial steps, the realization of dissemination activities under this task will focus on periodical update of project websites and corresponding links, archive management of the public documents, active use of social networks and coordination of shared contributions, publication of articles in different electronic media and complex electronic communication during the whole project implementation (email, skype), electronic publication of the Chaperon newsletter on monthly basis. All these activities will be reported to the Project Coordinator.

Table 2 List of Project Events

Project events	Target group
Oncology courses and practical lectures (4)	Academic, scientific and medical community
International Cancer Conference in Pilsen (1)	Academic, scientific and medical community Media
Participate International conferences on Oncology and Cancer topics in EU (11 participants expected to actively attend 7 conferences within EU)	Academic, scientific and medical community
Summer schools (once a year = 4)	Academic, scientific and medical community
Career development focused seminars (twice a year = 8)	Academic, scientific and medical community
ERA Research Club (4 times a year)	Academic, scientific and medical community
Meeting „Cooperation with private sector in the field of applied research“ (1)	Other relevant stakeholders
Networking events (3)	Academic, scientific and medical community External professional partners
Workshop "Commercialization of applied research results" (1)	Academic, scientific and medical community External professional partners Policy and decision makers
Workshop "Internal training for grant application preparation and administration" (4)	Other relevant stakeholders
Opening conference (1)	Academic, scientific and medical community Decision makers Media Other relevant stakeholders
Open Days (autumn) (3)	General public and media
Final conference (1)	Academic, scientific and medical community Decision makers Media Other relevant stakeholders

3 Objectives of dissemination

The main objective of dissemination in the Chaperon is to provide information to relevant target groups on the results generated by implementation of project activities. In the context of proposal preparation, a logo has been proposed, representing the multilevel institutional interconnection that will benefit from the collaboration with an excellent scientist through the ERA Chair assignment. Both the logo and the proposal title were designed in subliminal relation to the biomedical area to communicate the interconnection of levels and structures leading to optimal results. In the field of biology, chaperon is a protein that helps other proteins and macromolecular structures with correct folding and assembly that translate into their flawless function. Similarly to that, the Chaperon embodied by the ERA Chair holder will guide CUNI into a better shape in order to fully utilize its potential.

The dissemination of new knowledge and experience gained through the implementation of the Chaperon will focus on both institutional changes and the reinforcement of scientific excellence. Emphasis will be placed on quality, intense and accurately targeted communication that is crucial both for the quality of knowledge transfer and for their understanding, especially their acceptance and subsequent ability to use them for further work. The Chaperon responds to the needs (Weaknesses) identified in the SWOT analyses. The outputs planned to be achieved will be presented and communicated as a result of grasping identified Opportunities.

The dissemination activities will respect the basic principles to ensure the highest quality and impact of the project results:

- i) all project results will be reviewed within the review process before its final publication or dissemination
- ii) all public results will be accessible from the project website
- iii) the published results will have a unified visual identity
- iv) the effectiveness of the dissemination of results will be continuously monitored and evaluated in order to achieve the set indicators.

4 External communication

External communication is focused on the promotion and publicity of the project outside of CUNI, in particular to colleagues from other research, educational and medical institutions in the Czech Republic as well as abroad, to political representation and professionals in the business sphere with cooperative potential. Two main objectives of external communication were identified within the Chaperon:

1) To increase the attractiveness of CUNI, particularly of BC and FMP, as a research partner and a host institution for internationally excellent and mobile researchers. The activities implemented by Chaperon will be communicated in relation to the excellent research conditions created as the impact of the project.

2) To effectively communicate the project benefits, support of EU funding mechanisms and their relevance to citizens as well as to the future development of science in the Czech Republic. External communication activities within this objective will be aimed at relevant target groups in order to promote the achievements of the project and its positive effects reaching also beyond CUNI. Internet

will be used as the main communication channel using the communication tools such as project website, websites of dissemination partners, social media and e-mail. The target groups will be addressed with information on the project events, downloadable material for conferences (invitations, programs, and presentations) and electronic publications. Electronic external communication will be supplemented by personal communication in the form of meetings with other researchers, political representatives and professional stakeholders from industry and private sector, interviews in the media, and public events.

4.1 Target groups

Academic, scientific and medical community is an important target group of the project represented by pre-gradual and PhD students, postdoctoral, junior and senior researchers and scientists, physicians and university teachers of CUNI and other Czech universities. Students will be encouraged to conduct their own research after graduation and to develop capabilities to successfully apply for competitive international research funding. Scientists will share their knowledge in order to boost research excellence and reinforce the possibilities of new partnerships and international research collaboration. Professional training courses and conferences will also focus on physicians working with CUNI in the application sphere (University Hospitals Pilsen, Prague and Hradec Králové).

External professional partners represent a target group that will be addressed in the context of the commercialization of research results carried out at the institution. Representatives from industry and private sector stakeholders, such as innovation companies, exporters, risk investors, business associations and business support networks will be invited to project networking events and a dedicated workshop. Development of partnerships with commercial application sphere in the field of cancer diagnosis and treatment through the ERA Chair holder will support both collaborative research and its application.

Policy and decision makers. This target group includes representatives from the official authorities, such as European Commission, Ministry of Education, Youth and Sports and the Ministry of Health of the Czech Republic and the Regional Authority of the Pilsen Region. These authorities will be informed of the Chaperon outputs in terms of the growing reputation of CUNI as the university hosting an excellent scientist at the ERA Chair position. They will also be informed about the achievement of excellent scientific results in the field of cancer research and the increasing capacity for international cooperation.

General public and media will be informed about the project results to enhance the prestige of the university and its scientific achievements. The main content of the public announcement will be information on upcoming public Chaperon events, most notably the Chaperon Open Days, serving also as an awareness-raising event in oncology. The media will be delivered with press releases, offers of interviews, and invitations to attend and report on the project events (see Chapter 2.2.2, Table 2.2b).

Other relevant stakeholders are a target group represented by CUNI, FMP and BC employees (and also employees of the collaborating University Hospital Pilsen) who will participate in project activities, (such as Chaperon events), exploit project outcomes for further development of their competencies and use new practices related to institutional changes and examples of good practice mediated by the ERA Chair.

4.2 Dissemination channels

All five target groups identified above will be addressed and informed through three main mechanisms:

i) internet, ii) publications and iii) events. In detail:

Internet communication will represent the main information channel. The Chaperon website will be linked with 3 major websites of the applicant institution:

- 1) CUNI website www.cuni.cz/ Science and Research/European Center,
- 2) FMP website www.lfp.cuni.cz/ Project and Grants/Presentation of projects, and
- 3) BC website www.biomedic-plzen.cz/, with individual bookmark.

The project website will be developed within the first three months of project implementation. Social networks will be used according to the existing practice of the institutions and their PR departments: Twitter and LinkedIn at CUNI, Facebook and YouTube at FMP, Facebook at SSES and Twitter at BC.

New dissemination channels will be added to the currently used ones, such as the Horizon magazine (www.horizon-magazine.eu) and Community Research and Development Information Service (www.cordis.europa.eu). The website of Technology Center of Czech Academy of Science (www.tc.cz) will be also used to disseminate project results, promote events and announce job ads, as well as Euraxess Czech Republic (www.euraxess.cz) with relevant international links.

Project contact (mailing) lists for the five defined targets groups will be developed. Besides the electronic Chaperon newsletter, which will be accessible for subscription on the Chaperon website, the email announcement of the project results publication will be provided to all target groups that can benefit from them. Information on new posts and dissemination products will be also announced within regular News service on all three major websites and on the Chaperon website.

Publication activities will focus on two main ways of printed media communications. First method, targeted on academic, scientific and medical community, external professional partners and internal highlevel decision makers, will be used for **research papers in peer-reviewed journals, such as Nature Genetics, Human Molecular Genetics, Epigenomics, Oncotarget, International Journal of Cancer, PLoS One, Carcinogenesis** etc. Similarly to these, the research results achieved with the support of Chaperon will be presented at **prestigious international symposia, e.g. ESMO / ECCO / AACR / EACR Congresses, NCRI Conference, Conference Systems Epigenetics or Genes and Cancer**. Also, in order to spread the established good managerial practices through the structure of CUNI, selected internal management reports will be shared in the broad scale of the institution. Second method, targeted on policy makers and general public, including media, will publish the information on project results in form of newspaper articles, articles in university magazines, and in the form of reports and press releases.

Events will be carefully planned for each of identified target group. Specialized events focused on scientific and research area will be realized under the WP₂, WP₃. Internal management and operational events will be organized in WP₄ and under WP₅ will be managed general project conferences and events for public and media. The list of scheduled events includes national and international conferences, Kick-off and Final project conference, training and educational activities (courses, practical lectures and workshops, seminars and webinars, summer school's courses and ad

hoc events for students within the ERA Research Club), open days and networking events, meetings and interviews.

4.3 Intellectual property rights (IPR) strategy

Chaperon as a mono-beneficiary project will focus mainly on the management of IPR between the ERA Chair holder and CUNI and its organizational parts FMP and BC. The default documents for the protection of intellectual property are the legislation of the Czech Republic and The Ethical Code of CUNI. The detailed definition of the background of CUNI and the ERA Chair holder will be settled as a part of the recruitment process. Activities on IPR protection and management regarding the project implementation will be resolved within T5.1. Educational activities in the field of preparation of scientific projects will also include management and protection of IPR (T2.4, T3.2, T3.3 and T4.3).

The Chaperon will generate the deliverables of two kinds: i) public and ii) confidential. The outputs with public status will be available on public internet through the project website. All project website visitors will be allowed to read, download, copy, distribute, print, use for further search without any financial, legal or technical barriers.

4.4 Open access

All research results achieved with the direct financial support of Chaperon (i.e. papers with author affiliation and/or funding acknowledgement of the project) will follow the Gold Road Open Access principles – that is being made publicly available by the journals themselves free of charge, as soon as possible, and permanently. This will be achieved by publishing either in open access journals, or purchasing the optional open access service from non-open access journals through open access fees or Article Processing Charges. The funds necessary to cover the related fees and charges have been properly allocated in the Chaperon budget. All peer-reviewed scientific publications affiliated to the project will be made publically available online through the Zenodo repository with open access (i.e. to all members of the public, free of charge). At the moment, the Internal Personal Bibliographic Database of CUNI (described in the following paragraph) is being upgraded to serve as a publicly accessible institutional repository. Once the upgrade is finished and the Database is linked to the OpenAIRE platform, a switch from Zenodo to the institutional Database will be considered and, potentially, after being approved by the European Commission, carried out.

The publication activity will be collected, monitored, managed and archived by means of the Internal Personal Bibliographic Database of CUNI. This database system is interconnected with the personnel database of CUNI and also to other systems as Journal of Resources, Grant Dial etc. It also features a multi-step workflow guaranteeing high data quality and database consistency. Users can store the records in folders that can be shared with other users. To find records, filters are available and searchable records can be exported according to different templates into Word or Excel formats. Administrators are provided with tools for bulk changes in records, creation of export templates, and import of Web of Science records and export of data bills to the information system for research, experimental development and innovation, operated by the Government Office of the Czech Republic. The internal personal bibliographic database is maintained by the Central Library of CUNI, which provides additional information on its website.

Table 3 Dissemination tools and monitoring of impact

Dissemination tools		Assumed impact	Measurement of success Measured during the whole project implementation period
INTERNET	Chaperon website CUNI/FMP/BC websites	Wide promotion of institutional development of CUNI with accent on research excellence and competitive funding	Expected 5,000 of visitors (provided individual monitoring of page views, new vs. returning, time on site)
	Social networks	Addressing professional groups for national and international cooperation and strengthening the institution's prestige	Expected 10% increase of followers on Facebook, Twitter, LinkedIn, YouTube, and ResearchGate
	Chaperon newsletter	Personal addressing of interested subscribers and development of individual communication channels for further exploitation of results	Expected 500 subscribers
PUBLICATIONS	Publications in peer-reviewed journals	Presentation of research outputs of the research group supervised by the ERA Chair holder	40 total IF papers affiliated to the project 25 papers with 1st or corresponding author from ERA Chair holder's team
	Presentations	Educational material for training activities available online will reach also individuals not participating the training activities	Expected 30 specific presentations for individual training events and conferences
	Articles in general press	Dissemination of awareness of the scientific excellence of educational and research institutions in the Czech Republic among the general public	15 press articles (3 articles a year) in respected national titles and journals 4 press articles in international media titles and journals
EVENTS	Conferences	Presentation of experience and achieved results, communication of scientific progress and conclusion of new partnerships in the field of scientific cooperation	30 participants on Opening and Final conference 75 participants on International Cancer Conference in Pilsen 11 active participations at international conferences on cancer research in EU
	Training and educational activities	Practical knowledge transfer and motivation for individual activities of participants, implementation of knowledge management practices and tools	60 participants on Oncology courses and practical lectures 80 participants of career development focused seminars 50 participants of Commercialization of applied research results workshop 80 participants of Internal training for grant application preparation and administration workshop 80 participants of courses within the international Summer School of Experimental Surgery 80 participants of ad hoc events and activities of ERA Research Club
	Open Days, Networking events	Awareness rising in the field of molecular medicine including oncological treatment	60 participants on Open Days events 50 participant on Networking events
	Meetings and interviews	Knowledge support to decision makers and promotion of institutional changes	Expected 4 individual meetings with representatives of TOP management Expected 110 (2 per month interviews and coordination meetings with project teams, heads of departments, principal investigators etc.)

5 Internal communication

Internal communication comprises individual university departments with decision-making powers and other CUNI faculties and institutes. Emphasis will be, besides the project management and coordination processes, placed on explanation and defending the proposed changes in connection with the institutional development and promotion of new management methods and process settings. Two main goals were set to achieve effective internal communication:

1) To ensure effective and constructive communication within the project team and relation to other departments of the institution. Accurate, timely and correct internal communication ensures quality implementation of project activities, cooperation within the institution and compliance during project implementation.

2) To successfully implement the institutional changes in CUNI in compliance with the ERA priorities. Effective change management and high quality internal communication is the basis for their successful deployment. Internal communication activities will focus on communication within the project team and the institution as a whole. Activities of internal communication will be implemented in T6.1 as a part of project coordination. In order to facilitate and simplify the administration and flow of information, the initial package of promotional and information material of the project will be available on the Chaperon website, downloadable under an access key and accessible for the employees of CUNI. This package will include basic templates for the project implementation, such as presentation template, activity/event report and financial report, downloadable logos and other promotion tools.

The main part of internal dissemination and knowledge sharing will be performed by the ERA Chair holder, the project implementation team and the involved research groups. All the research and administrative documentation, papers, meeting minutes, etc. will be accessible to the project team and other internal users. The project management team will be responsible for continuous update of the information and documentation posted on the project website, as well as frequent electronic and personal communication with the users of the project dissemination products.

As with the external communication, the internet will be the main channel for internal communication, using the tools such as project website, e-mail and skype messaging. Electronic communication for internal purposes will concern in particular management processes and project documentation management. The main tools of personal internal communication will be the project meetings, presentations on the university/faculty governing and advisory bodies meetings, individual interviews and focused educational and training events. *Table 2* summarizes the specific events planned within the Chaperon dissemination and communication activities for different target groups, with definition of implementation task and preliminary schedule.

APPENDIX 1 – CHAPERON VISUAL IDENTITY



Figure 1: Logo of the Chaperon project



OBLIGATION TO USE THE EU LOGO

Dissemination of the Chaperon project results must display the EU logo 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 856620.

APPENDIX 2 – CHAPERON PRESENTATION TEMPLATE



chaperon



This presentation is part of a project that has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°856620.

Kliknutím vložíte nadpis.

KLIKNUŤÍM VLOŽÍTE PODNADPIS.

Zápatí

Date

Farewell



This presentation is part of a project that has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°856620.

APPENDIX 3 – CHAPERON PROJECT WEBSITE



chaperon

ERA Chair Position for Excellent Research in Oncology
Faculty of Medicine in Pilsen, Charles University, Czech Republic



A project funded from the European Union's Horizon 2020 research and innovation programme under grant agreement No 856620

Home	News	Events	Gallery	ERA Club
ERA Chair Holder	The Lab	Research	Downloads & Media	Contact



Welcome to the official website of the Chaperon Project!

Chaperon project in brief

The Biomedical Center of the Faculty of Medicine in Pilsen, Charles University, in Czechia provides high-grade regional research infrastructure in the fundamental field of cancer biology and oncology. The Center shows advanced research and innovation performance, yet it is always looking for ways to fully develop its potential.

Bringing top-class researchers to the Center, be it established experts or promising young scientists and PhD students, has been identified as an opportunity to enhance the Center's excellence. The EU-funded Chaperon action plan aims to recruit a world-class researcher and research manager to establish a new Laboratory of Translational Cancer Genomics, take the lead in research, and help moderate the transformation of human resource policies and managerial processes.



Biomedical Centre | Faculty of Medicine in Pilsen | Charles University | Internal section

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APPENDIX 4 – LIST OF THE CHAPERON PUBLIC DELIVERABLES

WP 1 - ERA Chair holder recruitment			
WP 1	D1.1	Job advertisement	31. 08. 2019
WP1	D1.2	Final report on evaluation and ERA Chair holder selection	31. 01. 2020
WP1	D1.4	CUNI recruitment manual	31. 01. 2020
WP2 - Development of research strategy and research team operation			
WP2	D2.3	Report on scientific publication	31. 07. 2024
WP3 - Scientific coordination			
WP3	D3.2	Report on career advisory and Career Development Guidelines	31. 01. 2022
WP3	D3.3	Report on ERA Research Club Events	31. 10. 2020
WP3	D3.4	Plan of cooperation with private sector and networking events	31. 07. 2024
WP3	D3.5	Sustainability plan	31. 07. 2024
WP4 - Institutional coordination			
WP4	D4.1	Summary of improvement proposals	31. 07. 2024
WP5 - National and international outreach and dissemination			
WP5	D5.1	Plan of dissemination and knowledge transfer	31. 10. 2019
WP5	D5.3	Official project website	30. 11. 2019
WP5	D5.4	Project Events	31. 07. 2020
WP5	D5.5	Project Events 1	31. 07. 2021
WP5	D5.6	Project Events 2	31. 07. 2022
WP5	D5.7	Project Events 3	31. 07. 2023
WP5	D5.8	Project Events 4	31. 07. 2024

APPENDIX 5 - RECORDS OF DISSEMINATION ACTIVITIES - TEMPLATE

Table 4 External communication

Date of communication	Reason of communication	Target group	Description of the activity

Table 5 List of project events

Date of the project event	Name of the project event	Location of the project event	Type of project event/description project event	Number of participants

Table 6 List of publications

Author/s	Name of the publication	Type of the publication	Reference	DOI