



Project Handbook

D6.1

March 31, 2024

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0.2	15/03/2024	Revision
1.0	29/03/2024	Final

Statement of Originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation, or both.



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The FABRIX Consortium consists of: Delft University of Technology, Erasmus University, Athens University of Economics and Business, OSMOS network, AIDIMME, Roadmapper, SOFFA Fashion Factory, Municipality of Rotterdam, Cedecs-TCBL.

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Executive summary

The objective of this handbook is to provide guidelines to the FABRIX partners about common practices to be employed in the daily operations of the project. The aim is to maintain this Handbook as a collection of various project policies, working procedures, forms and guidelines needed to create and maintain an efficient project structure and a practical approach for the implementation of the Grant Agreement and the Consortium Agreement.

This Project Handbook will be used in particular:

1. as a source for all consortium partners covering many day-to-day activities;
2. to standardise various elements of the project e.g. project reports, deliverables, etc. through the use of agreed procedures and templates where relevant.

The handbook is a living document and will be updated as necessary throughout the lifetime of the project reflecting the changes in and evolution of the project by the Project Coordinator.

Changes in this version: To facilitate the traceability of changes within the revisions of this document through the course of the project so that the project partners can easier adopt, we highlight below the key changes and position in the document of each version release:

Revision Number	Key updates
V1 - 29/03/2024 (submission M3)	First release

Table 1: FABRIX revision table with key updates

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2. Introduction

1.1 Purpose of this document

This Project Handbook for FABRIX project covers many practical day-to-day activities that the Consortium faces through the course of the project. It can be used as a reference source to standardized elements such as project reports, deliverables, etc. through the use of agreed procedures and templates where relevant.

This handbook will be a dynamic document to be updated based on latest needs and agreements within the Consortium. The maintenance and distribution of the project handbook during the whole duration of the project will be the responsibility of the Project Coordinator as part of the management activities of WP6. The latest version of this manual will always be available in the internal project website set up in TEAMS.

1.2. Precedence

The general principles for the project execution are defined in the EU Grant Agreement (GA), the Description of the action (DoA) and the Consortium Agreement (CA). The Project Handbook does not replace any of these established agreements, nor does it replace any of the EU guidelines for project implementation and documentation.

Where there are any inconsistencies between these documents, the following order of precedence should be applied:

1. EU Grant Agreement including Description of the action, also referred to as the Grant Agreement (EU GA) Annex 1;
2. Consortium Agreement (CA);
3. Project Handbook (present document).

3. General Project Information

Table 2 General FABRIX information

Title	Fostering local, beautiful, and sustainably designed regenerative textile and clothing ecosystems
Acronym	FABRIX
Grant Agreement No.	101135638
Funding Programme	Horizon Europe Framework Programme (HORIZON)
Type of Action	HORIZON-CL4-2023-HUMAN-01-53
Project Start Date	01-01-2024
Project duration	36 months

Table 3 FABRIX coordinator information

Scientific Coordinator (TUD)	Project Coordinator (TUD)
Karel Van den Berghe K.B.J.VandenBerghe@tudelft.nl Building no. 8 Faculty of Architecture Julianalaan 134 2628 BL Delft	Eva Kassotaki e.kassotaki@tudelft.nl Building 26.C Innovation and Impact Centre van den Burghweg 1 2628 CS, Delft

Table 4 FABRIX partners

No	Beneficiaries name	Acronym	Country
1	Technische Universiteit Delft	TUD	The Netherlands
2	Erasmus Universiteit Rotterdam	EUR	The Netherlands
3	Athens University Of Economics And Business - Research Center	AUEB	Greece
4	Instituto Tecnológico Metalmeccánico, Mueble, Madera, Embalaje Y Afines-Aidimme	AIDI	Spain
5	Stichting Osmos	OSMO	The Netherlands
6	CEDECS-TCBL	TCBL	France
7	The Nest Social	SOFF	Greece
8	Roadmapper	RM	France
9	Gemeente Rotterdam	RDAM	The Netherlands

Legal Aspects

3.1 Grant Agreement

The Grant Agreement forms the legal basis for the implementation of FABRIX project. It consists of:

- Terms and Conditions (this is the core contract);
- Annex 1 Description of the action (DoA) (part A & part B);
- Annex 2 Estimated budget for the action;
- Annex 2a Additional information on unit costs and contributions (if applicable);
- Annex 3 Accession Forms;
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)
- Annex 4 Model for the financial statements;
- Annex 5 Specific rules (if applicable).

Although the core contract is signed between the EU and the Coordinator of the project, all partners have become individual contract partners with the commission by signing the Accession Forms.

The Grant Agreement must be kept by all partners and should be provided to the auditor in case of an audit. It is downloadable in the participant portal; in document library of the FABRIX project.

3.2 Consortium Agreement

Whereas the Grant Agreement is signed between the EU and the partners, the Consortium Agreement is signed between the partners themselves. It arranges in more detail the provisions of the Grant Agreement, such as but not limited to: financial issues, payments, management, decision making, conflict resolution, intellectual property rights and liability.

The Consortium Agreement must also be kept by the partners and must be shown in case of audits.

3.3 Amendments

During the project, circumstances may arise to call for a request to the EU for an amendment of the Grant Agreement. Reasons may vary, but could be:

- Change of partner(s);
- Change of legal entity;
- Changes in the Budget (*EU GA: Annex 2*);
- Changes in the DoA (*EU GA: Annex 1*).

In case an amendment is needed, the Project Coordinator shall submit such a request in agreement with all partners. After approval from the EC, the Project Coordinator shall distribute the revised Grant Agreement to the partners, replacing former versions.

Budget changes that do not affect the content of DoA can be taken care by the consortium itself; decision through the Project Executive Group and inform the Project Officer. Amendments may be requested by any of the project partners but are to be submitted for approval only through the Project Coordinator.

4. Management Structure and Procedures

4.1 Project Organizational Structure

The project organizational structure is illustrated in the following diagram:

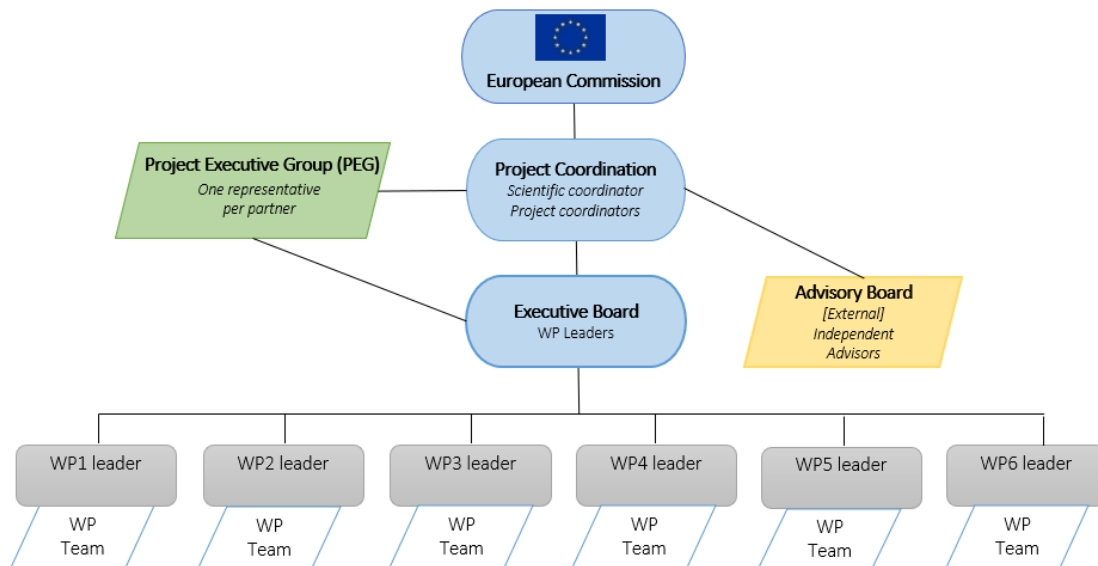


Figure 1 FABRIX organizational structure

The project organizational structure has multiple layers of decision-making:

Advisory Board (AB)

The Advisory Board supports FABRIX on dissemination, exploitation and communication strategy as well as general safeguard compliance.

Project Executive Group (PEG)

The Project Executive Group is the decision-making body of the consortium. In addition the PEG deals with partner enrollment and exit, budget changes, (IPR) issues and conflicts.

Project Coordination

The Project Coordination is responsible for efficient management of the project and all the individual activities with respect to time, budget and quality. It also functions as the intermediary for all communication between co-beneficiaries and the European Commission.

Executive Board (EB)

Work Package Leaders are responsible for workflow, coordination and progress within their WPs and other WPs. They report to and be accountable to the PEG. They ensure that the Coordinator is informed about WP developments. Adjustment to work must be agreed by Coordinator.

WP Organization

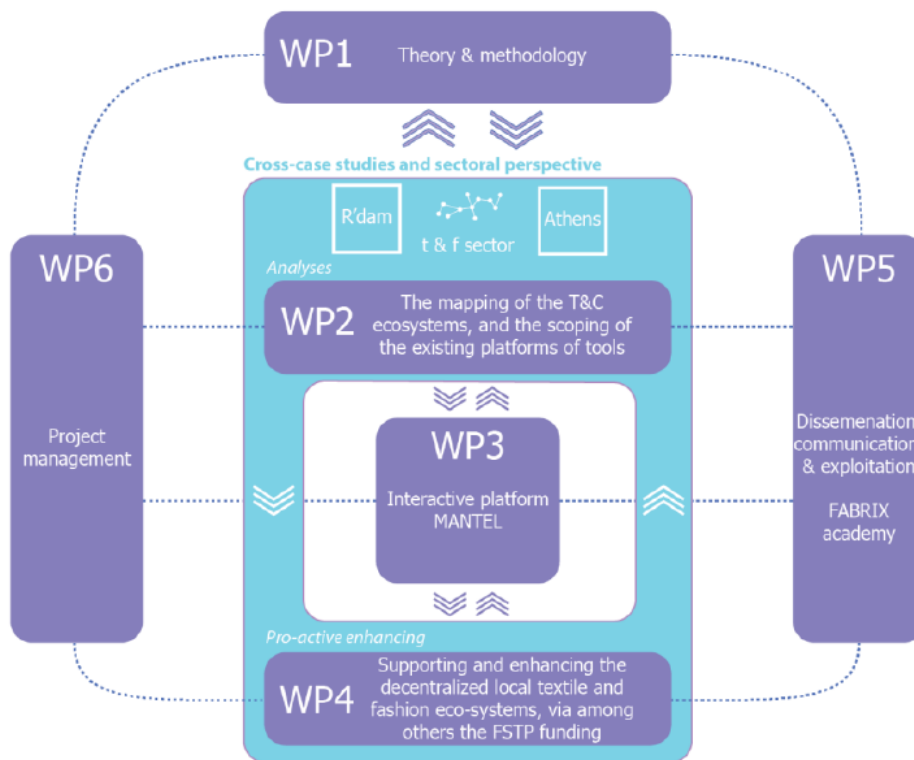


Figure 2 High level overall structure of FBRIX and interactions between work packages

4.2 Roles

4.2.1 Advisory Board

Following the DoA the envisaged stakeholders to participate in the Advisory Board to secure follow up, quality assurance of project execution and more general safeguard compliance are presented below:



Figure 3: Geographical distribution of Consortium and Advisory Board for FBRIX

The Advisory Board advises the consortium on high-level scientifically, implementation-oriented and with respect to societal issues in order to increase the probability of wide acceptance of FABRIX addressed challenges.

The AB meets at least annually, depending on the project's needs as part of the project meeting. AB can possibly participate in mid-term and final review if required.

4.2.2 Project Executive Group (PEG)

The PEG is ultimately responsible for the management of the project and consists of one representative from each partner in the consortium. The Scientific Coordinator shall chair all meetings of the PEG, unless decided otherwise by the PEG.

The PEG, shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein.

The following decisions shall be taken by the PEG:

- Content, finances and Intellectual Property rights;
- Proposals for changes to the GA Annexes;
- Evolution of the consortium;
- Appointments;

Decisions shall be taken by a majority of two-thirds (2/3) of the votes. More details on the decision-making procedures can be found in section 6 of the Consortium Agreement.

The PEG meets bi-annually in rotation online and on-site. That means that in total 3 on-site PEG meetings will be held for FABRIX during its duration. In addition, teleconferences and written voting procedures may be organised as necessary. On a regular basis, the PEG members will communicate via e-mail, online conferences or other communication modes as needed.

Table 5: PEG representatives from each partner

No	Partner	Name	Project Executive Group
1	TUD	Karel Van den Berghe	X
1	TUD	Eva Kassotaki	X
2	EUR	Mariangela Lavanga or Amanda Brandellero	X
3	AUEB	George Ioannou	X
4	AIDI	Manuel SÁNCHEZ	X
5	OSMO	Adrian HILL	X
6	TCBL	Frederique Thureau	X
7	SOFF	Maria Kourou	X
8	RM	Thomas Blumenfeld	X
9	RDAM	Serife Dikbas	X

4.2.3 Project Coordination

The FABRIX project is coordinated by TU Delft and acts as the intermediary between the partners and the European Commission (Funding Authority).

The coordination of the project is performed at two levels:

Scientific coordination

Assistant Professor Karel van den Berghe (TUD) is the Scientific Coordinator. He takes care of the scientific development of the project. His main responsibility is to ensure that the main goals of the project are pursued and to verify the quality of all deliverables resulting from the

project. The scientific coordinator will cooperate closely with Work Package Leaders to guarantee that the project delivers the expected impact.

Project coordination

Eva Kassotaki is the Project Coordinator. She assists the Scientific Coordinator and the consortium on financial, legal, administrative as well as on organizational matters.

The Scientific Coordinator and Project Coordinator work closely together to guarantee a smooth project communication internally (within the project) and externally (with the EU and the public at large).

4.2.4 Work Package Leaders and Task Leaders

Each Work Package has nominated a leader who is responsible together with the work package members for the deliverables and milestones for that work package and all other tasks. The Work Package leaders manage the day-to-day technical planning and work and have the final responsibility for the work package activities and deliverables.

WP leaders are responsible for the proper execution and implementation of the decisions of the PEG on WP level. In particular are responsible for: 1) Assessing the compliance of the project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the GA; 2) Support the Coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables; 3) Prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority.

Each work package leader will report on the progress of the work package every 6 months to the Scientific and Project coordinator and conform the formal reporting periods (see also 7.2 **Internal Progress Reports**)

Any circumstances which may require changes in the Work Package must be immediately reported to the Scientific Coordinator and the Project Coordinator.

Table 6 FABRIX WP leaders

WP	Work Package Name	Partner	Name
1	Theory and methodology	TUD	Karel Van Den Berghe
2	Mapping and tailoring	EUR	Mariangela Lavanga & Amanda Brandellero
3	MANTEL	RM	Thomas Blumenfeld
4	Platform implementation and ecosystem enhancing	AUEB	Fiori Zafeiropoulou
5	Dissemination, communication and exploitation	TCBL	Alexandra Korey
6	Project Management	TUD	Karel Van Den Berghe & Eva Kassotaki

4.2.5 Meetings

PEG Project meetings are plenary meetings and parallel sessions combining technical progress. The chairperson shall give written notice of a meeting to each Member as soon as possible and no later than 30 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting. The consortium will organise face to face project meetings concluded to PEG meeting for the duration of the project every 6 months. The minutes of the PEG meetings will be submitted to the PO (if required). PEG meetings aimed to be combined, when possible, with key communication and dissemination activities or other interesting events where FABRIX can participate as part of WP5 events calendar to be developed.

Costs for travel and accommodation to participate in project meetings have to be covered by each partners own budget as per Annex 2 Estimated budget for the action of the GA.

In addition, EB WPL leaders progress meetings will be carried on monthly, chaired by TUD remotely to assess and align the key on-going activities of the in-question period and the status of against the upcoming milestones and deliverables.

Technical meetings may be called for by the Work Package leaders within a Work Package or between technical Work Packages in order to coordinate progress on WP level or steer overlaps between WPs. A shortlist of progress made, and follow-up actions should be sent to the Project Coordinator as necessary.

Meetings of each project partner may also be held by teleconference or other telecommunication means.

For every meeting taken place, **Minutes** should be produced by the chairperson. The chairperson shall produce minutes of each meeting which shall be the formal record of all decisions taken. He/she shall send draft minutes to all Members within 15 calendar days of the meeting. The Minutes shall be considered as accepted if, within 15 calendar days from receipt, no Party has sent an objection to the chairperson with respect to the accuracy of the draft minutes by written notice.

Advisory Board meetings will take place in connection to the project meetings of the PEG or as agreed within the PEG related to critical milestones and deliverables of the project where necessary. The Advisory Board members can be invited to participate in an online teleconference/call if needed.

5. Communication

5.1. Internal communication

Internal communication is considered the communication within the consortium.

5.1.1 E-mail

Project related emails should include in the subject title: FABRIX followed by a more specific description of the subject, deadline for feedback or reply, see below an example:

[Subject: FABRIX: WP1 Meeting plan, deadline 25 February 2024]

Furthermore, it is required to copy the project coordinator e.kassotaki@tudelft.nl in most important e-mail communications related to project management and K.B.J.VandenBerghe@tudelft.nl in most important communication related to content.

In addition, the below distribution lists have been created. It can be found in TEAMS who is currently registered in the [contact list overview](#) to be maintained further from the Project Co-ordinator:

All partners	Project Executive Group (PEG)	EB	WP1	WP2	WP3	WP4	WP5	WP6
General communication to everyone	Main contact per partner	WP leaders	Working team per partner in this WP	Working team per partner in this WP	Working team per partner in this WP	Working team per partner in this WP	Working team per partner in this WP	admin/finance/legal
Fabrix-all@tudelft.nl	Fabrix-peg@tudelft.nl	Fabrix-eb@tudelft.nl	Fabrix-wp1@tudelft.nl	Fabrix-wp2@tudelft.nl	Fabrix-wp3@tudelft.nl	Fabrix-wp4@tudelft.nl	Fabrix-wp5@tudelft.nl	Fabrix-wp6@tudelft.nl

Table 7: FABRIX distribution lists and its scope

Practicalities for partners:

1. When an e-mail is sent to one of those lists, everyone included in it receives this e-mail. That works also for outlook invites.
2. E-mail e.kassotaki@tudelft.nl for any changes
3. Everyone can send an e-mail to those lists, even if not included herself/himself in it.

5.1.2 Internal Communication Platform

A project TEAMS environment was set up to act as repository for all working documents, minutes and reports. The address of the TEAMS environment for FABRIX is:

Table 8 FABRIX internal communication platform(s)

Description of communication platform	Communication platform
<ul style="list-style-type: none"> • Repository for FABRIX (contact list, reports, deliverables, minutes, etc.) 	LINK

Every member of the consortium has access to this platform. In case of problems/need for a new account, please contact the Project Coordinator.

5.2 External communication

External communication is considered towards parties outside the consortium, target groups of the project, stakeholders and the EU Project Officer.

The external communication is part of WP5 of which TCBL is responsible in accordance with the Communication and Dissemination strategy of FABRIX that will be developed within the project.

Communication of project results is an important part of a Horizon Europe. All external FABRIX communication and dissemination actions undertaken before and during the project should be communicated to the partner responsible for the external communication and the Project Coordinator, providing information about:

- The date and place of the publication;
- The content of the publication, sharing the texts, photos, videos, or any other material used in the publication;
- Person of contact.

In addition, a [FABRIX Community](#) has been made in Zenodo, where project publications and public data will become available. Further instructions regarding will be provided FABRIX Data Management Plan to be developed in M6.

An event Calendar for pro-active registration of activities from all partners will be created also as part of the WP5 activities.

5.2.1 Project website and social media

The project website will be set up for external communication purposes from TCBL. In addition, project social media accounts will be set up from TCBL as to be defined further in the Communication and Dissemination strategy.

5.2.2 General Requirements

You are requested to indicate at all times that the project has received funding from the European Union (See article 17 of the GA). Using the following:

- (a) display the [EU emblem](#) (When displayed together with another logo, the EU emblem must have appropriate prominence.):



See also: download centre for visual elements [[LINK](#)]

And

Acknowledgment to the funding authority:

'FABRIX has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No. 101135638

- (b) include the following text (Disclaimer):

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or HaDEA. Neither the European Union nor the granting authority can be held responsible for them.

- (c) include the project logo

5.3 Document standard/Templates

All public documentation needs to conform the document standards provided by the Project Coordinator and WP5. The document standard could be used for:

- Official EU reports (such as Periodic, Final);
- Public documents by the consortium;
- Project deliverables (in a report format); and
- any documents that are declared as public by the consortium.

All project templates (deliverables, presentations, document standard): are developed from partner TCBL as part of project identity.

For internal project documents, it is also advised to apply this standard, such as WP meeting agenda and minutes.

5.3.1 Document Titles

Table 9: Documents titling instructions

	Deliverables	Meetings	Conferences
First letters	FABRIX	FABRIX	FABRIX
Underscore	–	–	–
Next letters	Deliverable number [Dx.y] [x=WP number, y=deliverable number]	Type of document (i.e. Agenda, Minutes, Presentation) In case of presentation, include WP number.	Event title
Underscore	–	–	–
Next letters	Short explanatory title for the document.	Location and date of the meeting	Location and date of the event
Underscore	–	–	–
Next letters (for presentations only)		Short name of organisation and Initials of presenter	Short name of organisation and Initials of presenter
Underscore	–	–	–
Next letters	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version v2.0=updated final version]	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version v2.0=updated final version]	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version v2.0=updated final version]

Deliverable documents: **[FABRIX_Dx.y_Title_v0.1]**

example: FABRIX_D1.1_ProjectHandbook_v0.1

Meeting documents: **[FABRIX_Type of Doc_Location_YYYYMMDD_Organisation/Initials)_v0.1]**

example: FABRIX_Agenda_Delft_202302023_v1

Conference presentations: **[FABRIX_Event_Location_YYYYMMDD_Initials/Organisation_v0.1]**

example: FABRIX_KickOff2024_Delft_202302023_TUD_v1.0

5.3.2. Internal Document Release

All final versions of internal documents will be released in **PDF** format by uploading them to the FABRIX TEAMS.

Additionally, documents that are public according to the DoA will be made accessible through the FABRIX project website. For Confidential deliverables, an executive summary will be published.

6. Participant Portal

The Participant Portal is the venue for the formal communication with the European Commission regarding the project. Participants need to sign in to reach the project management sections under [Funding & tenders \(europa.eu\)](https://europea.eu)

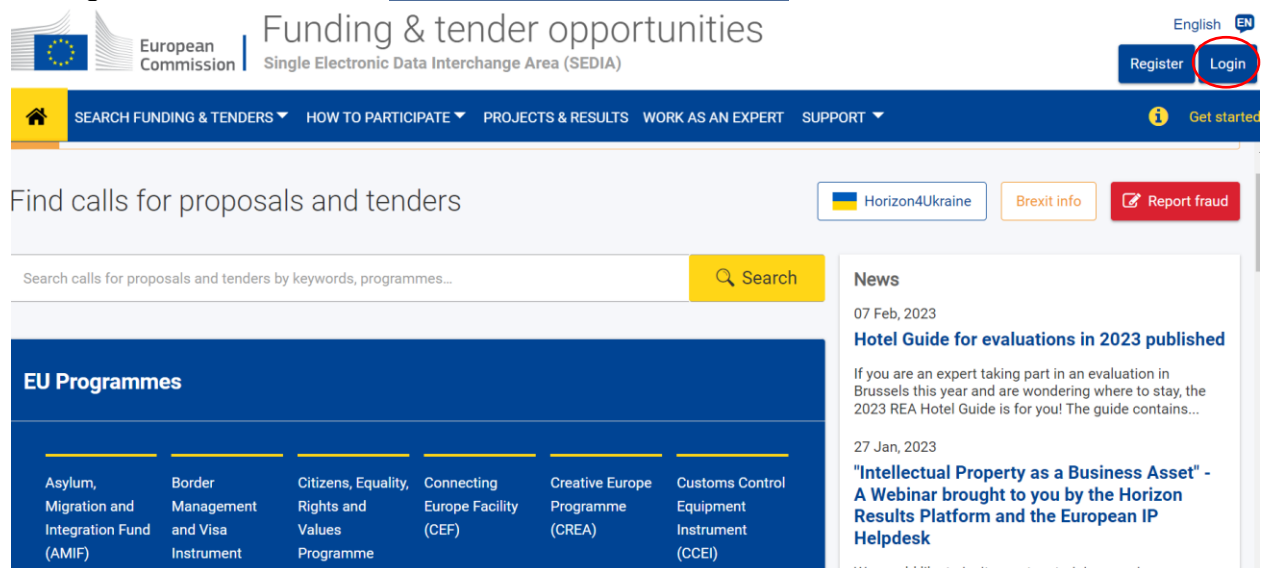


Figure 4: Log in screen from the Participant Portal

A list of the participant's ongoing projects are accessed by selecting "My Project(s)"

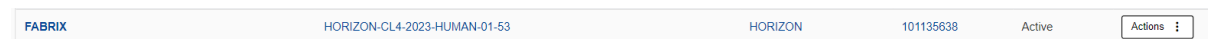


Figure 5: FABRIX project in the Participant Portal

A management window is opened by selecting "Actions" and "Manage Projects" from the Actions list.

All formal documents can be accessed under "Document Library". A view of the project progress can be accessed under "Continuous Reporting".

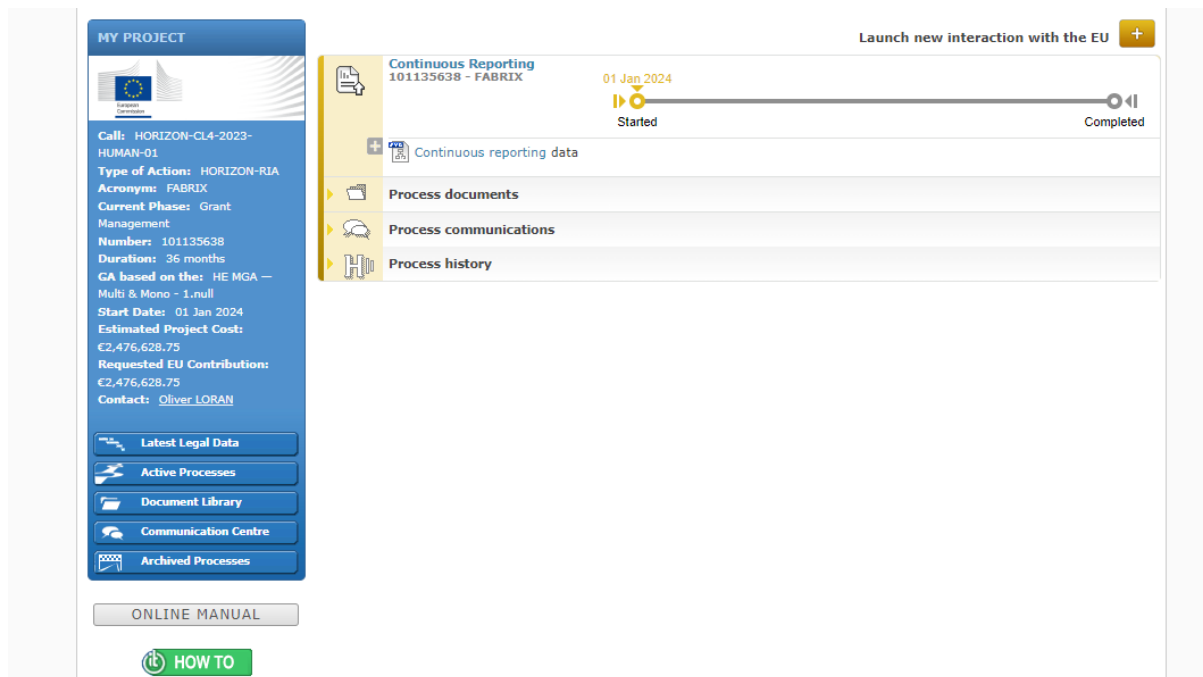


Figure 6: Continuous reporting process for FABRIX

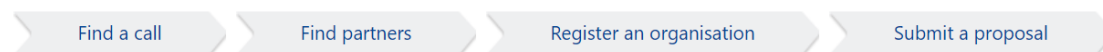
6.1 Horizon Europe Manual

The [Online Manual - Online Manual - Funding Tenders Opportunities \(europa.eu\)](https://europea.eu) offers guidelines on management rules and tasks processes required by EU. In the FABRIX project handbook we will provide links to the relevant sites in this manual where appropriate. This can also be reached from the Participant Portal.

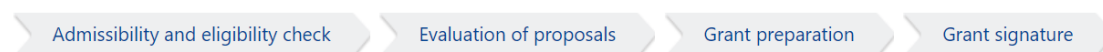
Guidelines on the management of ongoing projects is reached under Grant management as shown here:

Grants

Applying for funding



Evaluation & Grant signature



Grant management

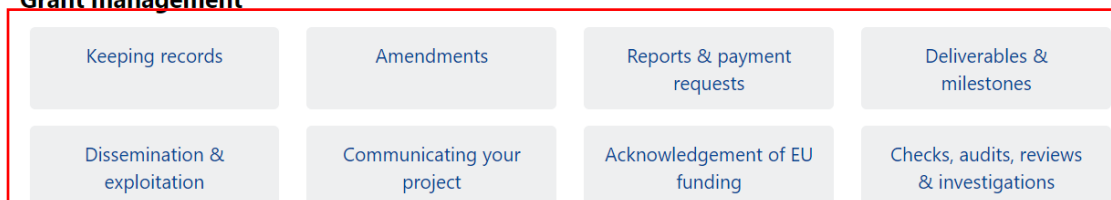


Figure 7 Guidelines outline during project implementation based on Horizon Europe Manual

7. Reporting

Throughout the lifetime of the project there are:

- (Internal) progress report(s) (financial & technical progress);
- Periodic report(s) to the EU (financial & technical progress);
- Final Report to the EU (financial & technical).

7.1 Reporting Calendar

To ensure timely submission the partners should respect the following deadlines:

Table 10: FABRIX reporting calendar

No.	Report type	Period covered (date)	Period covered (M)	Template ready & shared by project coordinator	Deadline for partners to send to project coordinator	Financial report in EC Portal submitted by partners to project coordinator	Finalized & submitted to EC by Project coordinator
1	Internal Progress Report M6	01-01-2024 to 30-06-2024	M1 to M6	30-06-2024	26-07-2024	Not applicable	Not applicable
2	Internal Progress Report M12	01-01-2024 to 31-12-2024	M1 to M12	31-12-2024	24-01-2025	Not applicable	Not applicable
3	Periodic Report 1 M18	01-01-2024 to 30-06-2025	M1 to M18	30-06-2025	25-07-2025	08-08-2025	30-08-2025
4	Internal Progress Report 3	01-07-2025 to 31-12-2025	M19 to M24	31-12-2025	23-01-2025	Not applicable	Not applicable
5	Periodic Report M30	01-07-2025 to 30-06-2026	M25 to M30	30-06-2026	24-07-2026	Not applicable	Not applicable
6	Periodic Report M36	01-07-2025 to 31-12-2026	M19 to M36	31-12-2026	23-01-2027	05-02-2027	28-02-2027

7.2 Internal Progress Reports

A progress report is an internal project document, meaning that it is not sent to the EU. The objective of this internal report is to monitor project expenditure and technical progress. It should be a brief summary of the technical work completed as well as a brief explanation for any deviations (budget and content!) from the DoA (*EU GA: Annex 1*).

An internal progress report includes:

1. A description of the **technical progress**, per work package;

Work Package leaders are responsible to gather all information about the technical progress in their WP from their task leaders and compile a WP report before sending it to the Coordinator.

2. And a **financial overview** from each partner.

The coordinator provides an excel template to be filled out by all the partners. This excel sheet provides the coordinator with valuable information needed for monitoring purposes and management reporting.

The coordinator consolidates the provided information and sends the complete report to the consortium for review.

7.3 Periodic Report

The periodic report (*EU GA: Article 21.2*) must be submitted by the coordinator **within 60 days** following the end of each reporting period. This report must include explanations for any deviations (budget and content!) from the DoA (*EU GA: Annex 1*).

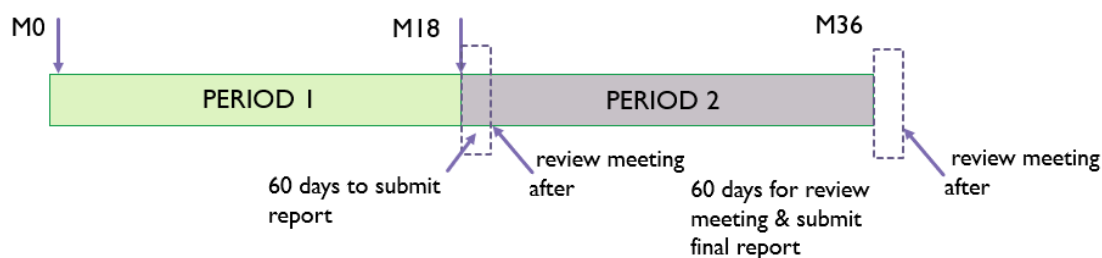


Figure 8: Timeline of periodic report deadlines for FABRIX

Example of Periodic Report Template can be found on the EC website under Horizon Europe reference documents:

[periodic-report_horizon-euratom_en.pdf \(europa.eu\)](https://ec.europa.eu/euro-iss/periodic-report_horizon-euratom_en.pdf)

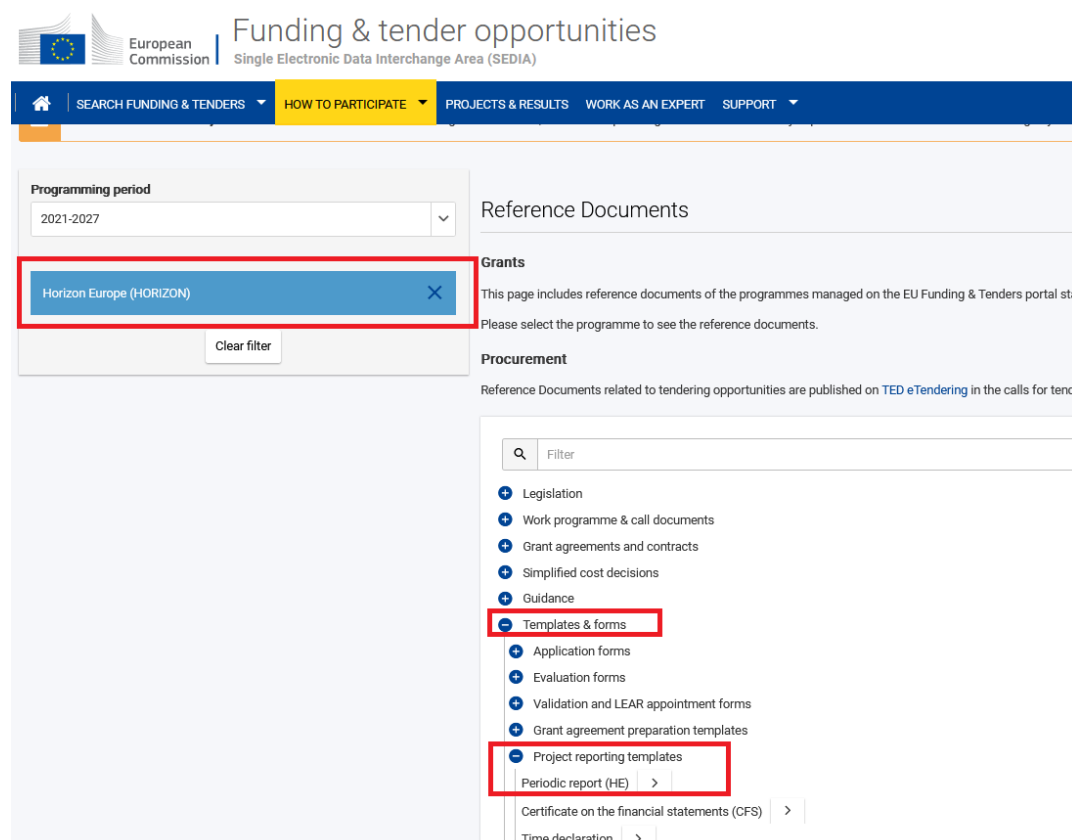


Figure 9: Where to find Templates for Horizon Europe in the Participant Portal (no log-in required)

However, the co-ordinator will share with partners the latest template and instructions available in the participant portal when the reporting period will start, as the above is an example so the actual available by the time of reporting might have some changes.

Periodic reporting contains the periodic **technical** and **financial** reports (see explanation on the next page).

The '**periodic technical report**' consists of two parts; Part A (locked version at the time of reporting of continuous report module) and Part B.

There is a synchronization between continuous reporting and periodic reporting, until the co-ordinator press 'lock for review'.

A) Part A is generated by the IT system. It is based on the information entered by the participants through the periodic report and continuous reporting modules of the electronic exchange system in the Participant Portal. The participants can update the information in the continuous reporting module at any time during the life of the project.

Part A contains:

- the cover page,
- a summary which can be used for publications by the EC, and
- the answers to structured tables with project information (covering issues related to the project implementation and the economic and social impact).

B) Part B is the narrative part that includes explanations of the work carried out by the beneficiaries during the reporting period. Part B needs to be uploaded as a PDF document following the template of Part B Periodic Technical report.

The Coordinator is responsible for the summary and the answering of the structured tables (Part A).

Work package leaders compile a report on their WP together with their task leaders (Part B) and send it to the coordinator.

The Coordinator consolidates the provided information and sends the complete periodic technical report to the consortium for review. The final approved version will be uploaded into the Participant Portal by the coordinator.

The '**periodic financial report**' consists of:

1. **Individual financial statement** (*EU GA: Annex 4*) for each beneficiary, for the reporting period concerned. This financial statement must detail the eligible costs for each budget category. Each beneficiary (for themselves and their affiliated entities) must declare all eligible costs, even if costs exceed the amounts indicated in the estimated budget;
2. An **explanation of the use of resources** and information on subcontracting and in-kind contributions provided by third parties from each beneficiary for the reporting period concerned;
3. A Certificate on the Financial Statements (CFS) (if threshold reached at the end of the project);
4. A '**periodic summary financial statement**' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners, including the request for interim payment.

The F-Sign of each beneficiary will be able to complete online their own Financial Statement including the explanations on the use of resources, (also for their affiliated entities).

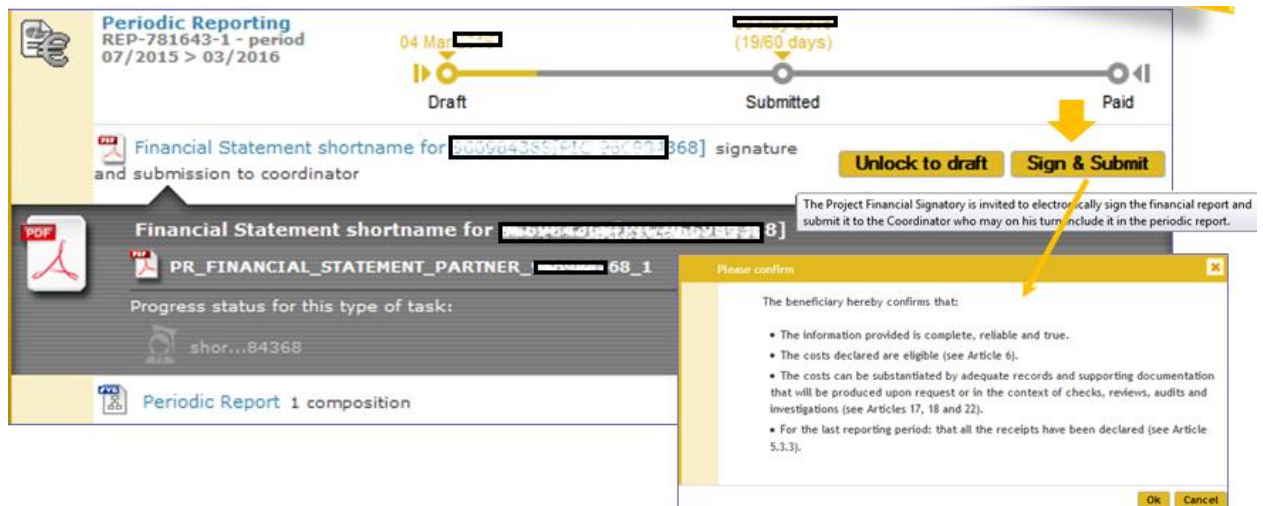


Figure 10: Financial statement prinscreens for FSign during periodic report submission (reference available [Horizon Europe Coordinators' Day: Grant Management \(4 October 2022\) \(europa.eu\)](https://ec.europa.eu/horizon-coordinators-day/grant-management))

The Coordinator will have a final check on the statements and submit electronically to the EC. Documents generated after the periodic report is submitted are visible to all the members of the consortium, before submission, individual financial statements are visible only to the concerned beneficiaries and the Coordinator.

7.4 Final Report

In addition to the periodic report for the last reporting period, the coordinator must submit the final report **within 60 calendar days** following the end of the last reporting period.

As Final Report Template, the same as the Periodic Report Template available on the EC website under Horizon Europe reference documents can be used as example:

[periodic-report_horizon-euratom_en.pdf \(europa.eu\)](#)

However, the co-ordinator will share with partners the latest template available in the participant portal when the reporting period will start, as the above is an example so the actual available might have changes.

In case a separate template should be soon become available on the EC website could be found under Horizon Europe reference documents:

[Reference Documents \(europa.eu\)](#)

The **final report** will most probably include the following:

1. a '**final technical report**' with a **summary** for publication containing:
 - an overview of the results and their exploitation and dissemination;
 - the conclusions on the action and
 - the socio-economic impact of the action.

The coordinator compiles this final technical report in consultation with the partners.

2. a '**final financial report**' containing:
 - '**final summary financial statement**' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners for all reporting periods;
 - a '**certificate on the financial statements**' for each partner (*and for each linked third party*), if it requests a total contribution of EUR 430 000 (or more) reimbursement of actual costs and unit costs.

7.5 Financial Reporting in Detail 1

7.5.1 Budget

The budget contains the estimated eligible costs, broken down by Partner (and its affiliated entities) and budget category (*EU GA: Articles 5 and 6*).

The budget is based on estimated costs and person months. Frequent internal reporting assures that these budgets are monitored well and that under- and over-spending is noticed at an early stage. Please note that in the financial reporting, actual costs must be reported and not budgeted ones.

The budget can be viewed by the project partners on the Participant Portal and in the GA (Annex 2 – page 152).

The budget categories are listed in the EU GA: Article 6.2, these are:

A. Personnel costs:

- A.1 Employees (or equivalent);
- A.2 Natural persons under direct contract;
- A.3 Seconded persons by a third party against payment;
- A.4 SME owners or natural person beneficiaries.

B. Subcontracting costs:

If necessary to implement the action, the partner may award subcontracts covering the implementation of certain action tasks described in the GA. The partner must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, it must avoid any conflict of interests (*EU GA: Article 12*).

C. Purchase costs:

- C.1 Travel and subsistence;
- C.2 Equipment costs;
- C.3 Other goods, works and services.

D. Other cost categories (if option applies):

- D2. Internally invoiced goods and services

E. Indirect costs:

will be reimbursed at the flat-rate of 25% of the eligible direct costs (categories A-D, except volunteer costs, subcontracting costs, financial support to third parties and exempted specific cost categories, if any).

7.5.2 Individual Financial Statement – Declaration of Eligible Costs

The individual financial statement needs to be submitted electronically by each partner to the EU through the Participant Portal (*EU GA: Annex 4*).

The procedure below needs to be updated once this process is available in the EU Participant Portal of the Project.

1. Login to the Participant Portal

¹ All amounts must be specified in Euros. Beneficiaries and their affiliated entities with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro. Use the average of the daily exchange rates published in [the Official Journal of the European Union](#), calculated over the corresponding reporting period. If no daily euro exchange rate is published, the costs must be converted at the average of the monthly accounting rates published on the [Commission's website](#), calculated over the corresponding reporting period. Beneficiaries and linked third parties with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

- a. To be able to login to the Participant Portal you need to have an SEDIA (European Commission Authentication Service) password
 - b. Go to the sign-up page and create your Participant Portal account. Make sure you selected the right domain: External
2. Choose the tab 'my Projects'. If FABRIX is not listed, contact the Project Coordinator of the TU Delft, add name project coordinator.
 3. Click in the column 'Actions' on 'PR' (=Periodic Reporting).
 4. Click under your organisation on the 'Financial statement'. Fill in the requested information with explanations.
 5. Once everything is filled in press "save".
 6. Then click on the button "inform F-sign", the F-sign will be asked by e-mail to sign the financial statement electronically. If an organisation has not yet added a F-sign to the project (the PF-sign), the LEAR needs to be contacted. The LEAR needs to nominate a F-sign for the organisation and then the participant contact needs to add the F-sign to the project.
 7. The PF-sign then needs to submit the financial statement to the coordinator.
 8. The coordinator will make a final check and then submit the financial statements including all reports to the EU through the Participant Portal.

Link to ['How to complete your financial statement'](#) in the F&T Portal.

7.5.3 Audit – Certificate on the Financial Statements

A Certificate on the Financial Statements (CFS) is requested for each partner in case of total contribution of EUR 430 000 or more, as reimbursement of total costs.

Partners submit:

- either one certificate per reporting period. Note: choose this option, only when you expect to exceed the threshold of EUR 430 000 at the end of the project;
- or a single CFS for the whole project.

In both cases, the certificate and related costs may only be submitted with the final financial report.

Please note that you have to keep the financial records of the expenses in this project, for a minimum of 5 years after the final payment has been received – digital or hardcopy.

The [template](#) is available in EU GA Annex 5 and on the EC website under [Reference Documents \(europa.eu\)](#) It can also be found on TEAMS: [cfs_en_template.docx](#)

7.6 Keeping records- supporting documentation

Each partner must — for a period of five years after the payment of the balance keep records and other supporting documentation in order to prove the proper implementation of the action and the declared costs to be eligible. The documents need to be the original documents. Digital and digitalised documents are accepted if national law accepts these documents as originals.

The partners must keep the records and documentation according to their usual cost accounting practices and internal control procedures. There must be a track between the amounts declared, the amounts recorded in accounts and the amounts stated in the supporting documentation (audit trail).

For the different cost categories, consider the following documents and see also Article 20.1 from the GA:

Personnel costs:

- monthly signed time sheets (6.6.1 *Time recording*). Template with minimum requirements [Template time-declaration en.docx](#);
- calculation of hourly rate (*EU GA: Article 6.2*);
- proof of paid salary;
- labour contracts.

Subcontracting costs:

- quotations (sub)contracts;
- signed (sub)contracts;
- all receipts of expenditure.

Purchase costs (travel costs and related subsistence allowances, equipment costs, costs of other goods and services):

- quotations (sub)contracts;
- all receipts of expenditure;
- meeting docs: signed presence lists, minutes, agenda;
- calculations of depreciation costs charged to the project.

7.6.1 Time recording

For personnel costs (declared as actual costs or on the basis of unit costs), the partners must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly (*EU GA article 20.1*).

The time recording can be done by using a timesheet on paper or in a computer-based system. A template for time-sheets is available on the [Participant Portal](#) and in TEAMS: [Template time-declaration en.docx](#)

This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions, and it contains at least the information detailed below.

Time records should include:

- the title and number of the project, as specified in the EU GA;
- the partners full name, as specified in the EU GA;
- the full name, date and signature of the person working for the project;
- the number of hours worked for the action in the period covered by the time record; for reasons of assurance and legal certainty it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day);
- the supervisor's full name and signature;
- a reference to the work package described in the DoA (*EU GA: Annex 1*), to easily verify that the work carried out matches the work assigned and the person-months reported to the action.

Information included in timesheets must match records of annual and sick leave taken, and work-related travel.

7.7 Budget transfers

With the consent of the GA a re-distribution of person-months between partners may be considered. This re-distribution is allowed without requesting an amendment (*EU GA: Article 5.5*) provided that it does not imply a substantial change to the action as described in the EU

GA. All other re-allocations of budget items need to be discussed in order to decide whether to apply for an amendment to the EU GA.

The maximum grant amount (EU GA: Article 5) can however NEVER be increased.

8. Payments

The following types of payments are foreseen:

1. Pre-financing at the start of the project:
Pre-financing funds remain EU property until they are 'cleared' against eligible costs accepted by the European Commission.
2. Interim payment following the approval of the periodic reports:
After approval of the formal periodic reports an interim payment will be issued.
3. Final payment following the approval of the final report:
The final payment will be transferred after the approval of the final report and consists of the difference between the calculated EU contribution (on the basis of the eligible costs) minus the amounts already paid. The costs for the submission of the final report or final review meetings are eligible so that final submission will be co-ordinated after the review meeting.

9. Deliverables

9.1 List of Deliverables & Milestones in chronological order

Table 11: FABRIX overview of deliverables in time order

Deliverable Related No	Deliverable Name	Lead Beneficiary	Type	Dissemination Level	Due Date
D6.1	Project handbook	TUD	R	PU	31-mrt-24
D5.1	Communication, dissemination, and exploitation strategy and plan M6	TCBL	R	SEN	30-jun-24
D5.3	External Communication: Project identity, website and social media M6	TCBL	OTHER	PU	30-jun-24
D6.2	Academic dissemination plan, internal website and repository, meeting organisation, and risk management	TUD	R	PU	30-jun-24
D6.3	Data Management Plan (DMP) M6	TUD	DMP	SEN	30-jun-24
D1.1	Theoretical and conceptual frameworks	TUD	R	PU	30-sep-24
D1.2	Methodological framework	TUD	R	PU	30-sep-24
D2.3	Identification and improvement of indicators for the circular and social system self-assessment tool M12	AIDI	R	SEN	31-dec-24
D2.5	Identification of what is needed to tailor the existing interactive platforms M12	EUR	R	PU	31-dec-24
D2.7	Framework for the functional aspects of the platform M15	OSMO	R	SEN	31-mrt-25
D3.1	Digital platform architecture and front-end interface M15	OSMO	OTHER	SEN	31-mrt-25
D2.1	Analyses of the spatial and ecosystem characteristics of the T&C sector in R'dam and Athens M15	EUR	R	PU	31-mrt-25
D3.3	Platform backend structure M18	RM	OTHER	SEN	30-jun-25
D2.2	Analyses of the spatial and ecosystem characteristics of the T&C sector in R'dam and Athens M24	EUR	R	PU	31-dec-25

D3.5	Low- and high-fidelity prototyping M24	TCBL	OTHER	SEN	31-dec-25
D3.7	MANTEL toolkit and training M24	AIDI	OTHER	PU	31-dec-25
D4.1	Framework of FSTP calls, communication plan for open calls First & Second call opened and awarded	TCBL	R	PU	31-dec-25
D1.3	Synthesis research report	TUD	R	PU	31-dec-26
D2.4	Identification and improvement of indicators for the circular and social system self-assessment tool M36	AIDI	R	SEN	31-dec-26
D2.6	Identification of what is needed to tailor the existing interactive platforms M36	EUR	R	PU	31-dec-26
D2.8	Framework for the functional aspects of the platform M36	OSMO	R	SEN	31-dec-26
D3.2	Digital platform architecture and front-end interface M36	OSMO	OTHER	SEN	31-dec-26
D3.4	Platform backend structure M36	RM	OTHER	SEN	31-dec-26
D3.6	Low- and high-fidelity prototyping M36	TCBL	OTHER	SEN	31-dec-26
D3.8	MANTEL toolkit and training M36	AIDI	OTHER	PU	31-dec-26
D4.2	Selection of facilitators and businesses for FSTP, and setting-up the co-creation and implementation	AUEB	R	PU	31-dec-26
D4.3	Ecosystem capacity building support to enhance the T&C ecosystems and the area development in the selected cities.	AUEB	R	PU	31-dec-26
D5.2	Communication, dissemination, and exploitation strategy and plan M36	TCBL	R	SEN	31-dec-26
D5.4	External Communication: Project identity, website and social media M36	TCBL	OTHER	PU	31-dec-26
D5.5	Scientific publications or conferences	TUD	R	PU	31-dec-26
D5.6	FABRIX Academy	TCBL	OTHER	PU	31-dec-26
D5.7	(end) Conference(s), series, events, handbook(s), policy briefs, videos, and strategies	OSMO	OTHER	PU	31-dec-26

The deliverables are submitted through the continuous reporting process, from the Project Coordinator. The above table is an extract from it. Partners can also check directly the deadlines and status in the Participant Portal or in [LINK](#). The submit function is available only for the Coordinator. Although, upload is also possible for partners, FABRIX Lead partners are requested to send to the Coordinator the deliverables for submission, following the quality assurance process described in 9.2. chapter.

The screenshot shows the 'Project Continuous Report' interface. At the top, there is a progress bar with various icons representing different report sections: Project Summary, Research progress in the project, Deliverables, Milestones, Critical Risks, Publications, Results, Research activities, Current activities, Standards, Intellectual Property (IP), Outputs, Financial support to the project, Impact, Impact Contribution, and Other benefits. Below the progress bar, there is a section titled 'Deliverables and Other Reports' with instructions on how to upload files and a table of deliverables.

WorkPackage	Deliverable Ref	Deliverable No	Deliverable Name	Description	Last Short	Type	Dissemination Lvl	Due Date	New Due Date (if any)	Delivery Date	Approval Date	Status
WP1	D1.1	D1	Theoretical and conceptual framework	Theoretical and conceptual framework	TUD	R	PU	30 Sep 2024				Pending
WP1	D1.2	D2	Methodological framework	Methodological framework	TUD	R	PU	30 Sep 2024				Pending
WP1	D1.3	D3	Synthesis research report	Synthesis research report	TUD	R	PU	31 Dec 2026				Pending
WP2	D2.1	D4	Analysis of the spatial and ecosystem characteristics	Analysis of the spatial and ecosystem characteristics	EUR	R	PU	31 Mar 2025				Pending
WP2	D2.2	D5	Analysis of the spatial and ecosystem characteristics	Analysis of the spatial and ecosystem characteristics	EUR	R	PU	31 Dec 2025				Pending
WP2	D2.3	D6	Identification and improvement of indicators for the	Identification and improvement of indicators for the	AIDI	R	SEN	31 Dec 2024				Pending
WP2	D2.4	D7	Identification and improvement of indicators for the	Identification and improvement of indicators for the	AIDI	R	SEN	31 Dec 2026				Pending
WP2	D2.5	D8	Identification of what is needed to tailor the system	Identification of what is needed to tailor the system	EUR	R	PU	31 Dec 2024				Pending
WP2	D2.6	D9	Identification of what is needed to tailor the system	Identification of what is needed to tailor the system	EUR	R	PU	31 Dec 2026				Pending
WP2	D2.7	D10	Framework for the functional aspects of the platform	Framework for the functional aspects of the platform	OSMO	R	SEN	31 Mar 2025				Pending
WP2	D2.8	D11	Framework for the functional aspects of the platform	Framework for the functional aspects of the platform	OSMO	R	SEN	31 Dec 2026				Pending
WP3	D3.1	D12	Digital platform architecture and front-end interface	Digital platform architecture and front-end interface	OSMO	OTHER	SEN	31 Mar 2025				Pending
WP3	D3.2	D13	Digital platform architecture and front-end interface	Digital platform architecture and front-end interface	OSMO	OTHER	SEN	31 Dec 2026				Pending
WP3	D3.3	D14	Platform backend structure M36	Platform backend structure M36	RM	OTHER	SEN	30 Jun 2025				Pending
WP3	D3.4	D15	Platform backend structure M36	Platform backend structure M36	RM	OTHER	SEN	31 Dec 2026				Pending

Figure 11: Continuous Reporting screen for deliverables in FABRIX

If the deliverable's estimated delivery date falls in a given reporting period and the deliverable is not yet submitted, before the periodic report is 'Locked for review', participants will be asked to justify the delay (in the Periodic Reporting module). The dissemination statuses for FABRIX

have been: Public & Sensitive. All public deliverables will be published in CORDIS once they are approved.

Table 12 FABRIX Milestones and its expected due dates

N°	Milestone Name	Related WP(S)	Due Date	Means Of Verification
M1	Framework and list of features to improve the existing platforms of tools and develop MANTEL.	WP2	31-12-2024	Framework complete and report approved by the Project Executive Group (PEG)
M2	Development and verifying the prototype of, and the guidelines to interactively use MANTEL.	WP3	20-09-2025	MANTEL is up and running, and approved by the PEG
M3	Facilitators and businesses are selected for FSTP support.	WP4	30-09-2025	Detailed process steps for verification can be found in the FSTP Annex
M4	The enhancement of the T&C ecosystems in Athens and Rotterdam.	WP4	31-12-2026	Significant results are obtained, and the report is approved by WP leader and partners in case study cities and economic sectors.

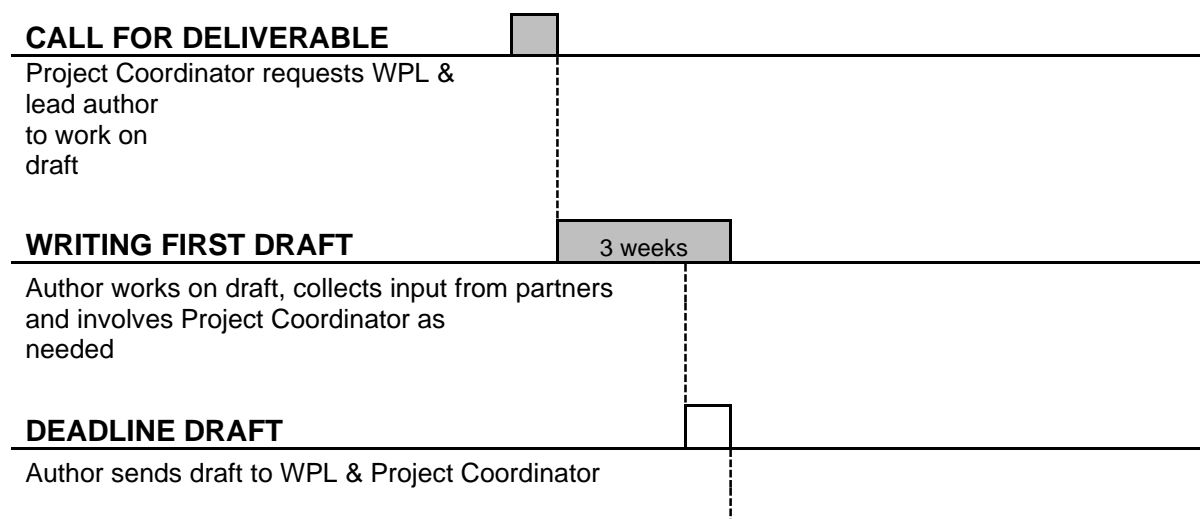
9.2 Internal Approval process of deliverables

Work Package Leaders are responsible for their WP deliverables. At least about 3 weeks before the deliverable deadline deliverable leader sends the first final draft to the project coordinator in collaboration with each WP leader. Depending on the expertise required for reviewing each deliverable, there are assigned partners within the consortium to review each deliverable, next to WP leaders that are always a reviewer for its WP deliverables. Following this process, each deliverable will be reviewed from 3 persons (WP leader, selected partner & Coordinator). Final version will be sent to the Scientific and Project coordinator **at least the 2 day before the deadline** that will do a final check and upload the document to the Participant Portal. Project coordinator will also save a copy in the internal communication platform in terms of archiving and update the submission status to all the internal documentation.

In case the deliverable production occurs in a period with, e.g. public holidays the author should – timely - agree on an alternative feasible timeline with the WPL, the reviewer and the Project Coordinator.

Members of the AB can be consulted by the WPL in collaboration with the Project Co-ordinator during this whole process.

9.3 Timetable of quality review process and reviewers per deliverable



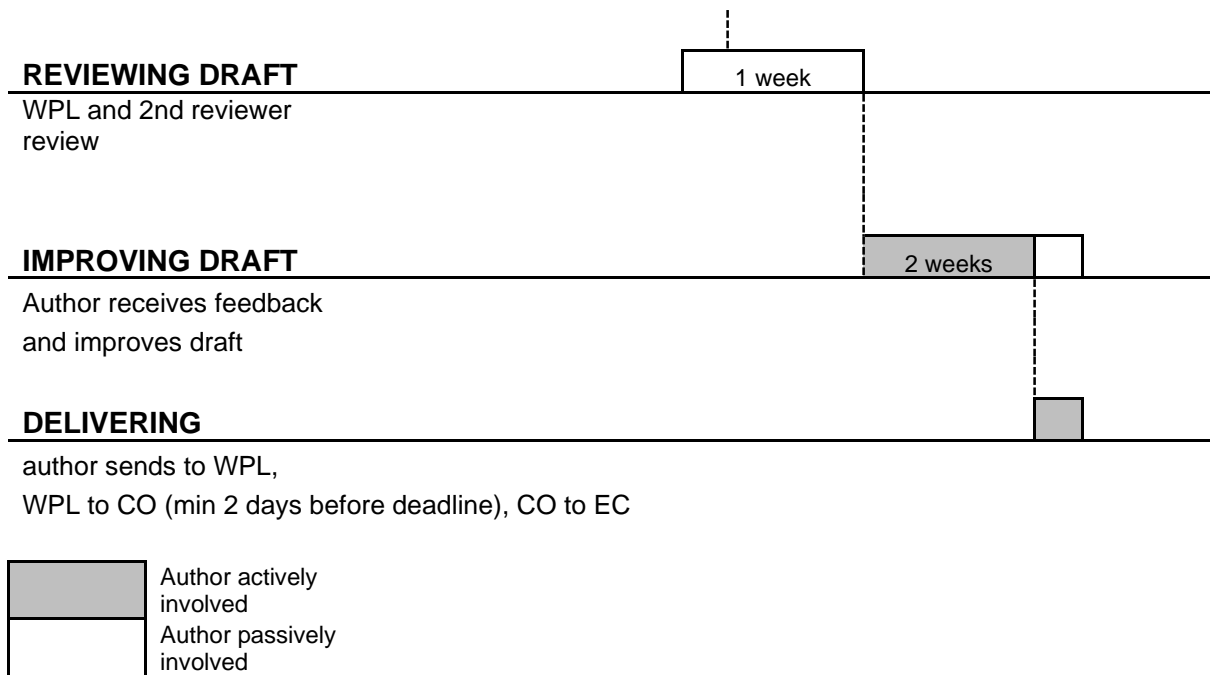


Figure 12: FABRIX deliverable approval process and timeline

The deadlines and corresponding review process is summarized in [TEAMS' overview file](#) and the procedure and names of reviewer will be described further in D6.2 Academic dissemination plan, internal website and repository, meeting organisation, and risk management (M6).

10. Dissemination of results and Open access

The partners must - as soon as possible (but not before a decision on their possible protection) - disseminate their results (i.e. make them public). Some of the classic forms of dissemination are:

- Website;
- Peer reviewed publication (open access);
- Presentation at a scientific conference.

The dissemination measures should however be consistent with the Communication and Dissemination Plan that TCBL will develop as part of WP5 tasks. These documents will provide with more guidelines.

When deciding on dissemination, the partners must also consider the other partners' legitimate interests.

10.1 Open access to scientific publications

Each partner must ensure open access (free of charge online access for any user) to all peer reviewed scientific publications relating to its results.

In particular, it must:

- as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;
Moreover, the partner must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
- ensure open access to the deposited publication — via the repository — at the latest:

- (i) on publication, if an electronic version is available for free via the publisher, or
- (ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms "European Union (EU)" and "Horizon Europe";
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

10.2 Dissemination rules

The complete rules for dissemination are covered in Section 8.4 of the CA and Article 17 of the EU GA.

More concrete, the partner wishing to publish, present or disclose information about the project must follow the following procedure:

- Send an email at least **45 calendar days** before publication / disclosure of information to the whole consortium. Provide the foreseen title, list of contributing authors, abstract of the content and the purpose of the publication;
- Any objections to the planned publication can be made within **30 calendar days** after receipt of the notice; if no objection is made within the time limit stated above, the publication is permitted.
- An objection is justified if:
 - a. the objecting party's legitimate academic or commercial interests in relation to the results or background would be significantly harmed;
 - b. the projection of the objecting party's results or background is adversely affected.
- The objection has to include a precise request for necessary modifications.
- The objecting partner can request a publication delay of not more than 45 calendar days from the time it raises such an objection. After 45 calendar days the publication is permitted, provided that Confidential information has been removed from the publication as indicated by the objecting partner.

A partner shall not include in any dissemination activity another partner's results or background without obtaining written approval, unless they are already published.

The author informs the project coordinator when the planned publication has been accepted for publishing (for monitoring proposes).

10.2.1. Open Science practices

The legal requirements for Open Science are set out in Article 17 and Annex 5 of the Model Grant Agreement. For FABRIX the open access papers and the public data to be published will be uploaded to [Zenodo](#) that it is compliant with the best effort and FAIR (Accessibility, Interoperability and Reusability) principles for data. More information about overview of Zenodo as an open access repository can be found in this [EU case study](#). Further procedure will be described in the project's Data Management Plan (V1-M6).

- All the scientific contributions will be published with Open Access and uploaded to [Zenodo](#). They will also become available through the project website.

- FABRIX public deliverables will become fully available in its website, next to the automatic upload of those in [CORDIS](#). In addition, for the sensitive deliverables and the executive summary will be published on the website.
- Social Media will be used to advertise and promote those Open Access publications.

10.2.2 General requirements

Unless the EC requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must follow the chapter 5.2.2. General Requirements. This is important for all partners to keep in mind and follow as it is an obligation based on visibility Articles of the GA. Please, always remember to include therefor in any communication, dissemination material including publications, project Acronym and ID and EU statement for co-funding and disclaimer.

Annex 1 Timesheet by EC for Horizon Europe

EU GRANTS DECLARATION OF DAYS WORKED ON A PROJECT <i>To be kept on file in case of audits.</i>		YEAR:	
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Project acronym:		Project number:	
Participant name:			
Name of the person:		Type of personnel: <small>(employee/ natural person under direct contract/ seconded/ other)</small>	

Month	Days worked in the action ¹ <small>(e.g. 15, 7.5, 0.5)</small>	Work Packages worked on <small>(e.g. WP2; WP5)</small>	Date and signature of the person	Name, date and signature of the supervisor
January			Signature: Date:	Name: Signature: Date:
February			Signature: Date:	Name: Signature: Date:
March			Signature: Date:	Name: Signature: Date:
April			Signature: Date:	Name: Signature: Date:
May			Signature: Date:	Name: Signature: Date:
June			Signature: Date:	Name: Signature: Date:
July			Signature: Date:	Name: Signature: Date:
August			Signature: Date:	Name: Signature: Date:
September			Signature: Date:	Name: Signature: Date:
October			Signature: Date:	Name: Signature: Date: