



# E3 ENTRANCE

**Enabling smart-grid ready building through integrated solutions and digital technologies**

## **D1 – Project management plan**

**Version 1.0**





## Project information

|                       |  |
|-----------------------|--|
| <b>Acronym</b>        | ENTRANCE   |
| <b>Title</b>          | Enabling smart-grid ready building through integrated solutions and digital technologies |
| <b>Project no.</b>    | 101192930  |
| <b>Type of action</b> | HORIZON-IA   |
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## Document information

|                            |   |
|----------------------------|---|
| <b>Title</b>               | Project Management Plan   |
| <b>Deliverable number</b>  | D1.1  |
| <b>WP number and title</b> | WP1 Project Management and Coordination   |
| <b>Author(s)</b>           | Natasa Nord   |
| <b>Description</b>         | <p>Project management strategy with clear guidelines and templates for decision-making, meetings, financial and technical reporting, and communication.</p> <p>A detailed Project Management Plan with Gantt chart and a work breakdown structure (WBS). D1.1 will explain how the project will be followed up and how partners will collaborate, and how review process for deliverables will be done.</p> |
| <b>Lead beneficiary</b>    | NTNU  |
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| Version 1.0 |            | NTNU                   | Final version approved by all beneficiaries |
|             |            |                        |   |
|             |            |                        |   |



## List of participants

| <b>Participant No.</b> | <b>Participant organisation name</b>                                     | <b>Acronym</b> | <b>Country</b> |
|------------------------|--|----------------|----------------|
| 1 (Co)                 | Norwegian University of Science and Technology                           | NTNU           | NO             |
| 2                      | Aalborg University   | AAU            | DK             |
| 3                      | Federatie van verenigingen voor verwarming en luchtbehandeling in Europa | REHVA          | BE             |
| 4                      | Politecnico di Torino  | POLITO         | IT             |
| 5                      | Politechnika Lubelska  | LUT            | PL             |
| 6                      | CIT Renergy AB   | CIT            | SE             |
| 7                      | Tallinn University of Technology   | TalTech        | EE             |
| 8                      | ReMoni AS  | ReMoni         | DK             |
| 9                      | NORCONSULT AS  | NORCONSULT     | NO             |
| 10                     | EURIX SRL  | EURIX          | IT             |
| 11                     | Polish Organization of Heat Pump Technology Development                  | PORT PC        | PL             |



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## 1. Introduction

### 1.1. Purpose

The Project Management Plan has two main goals. It is a source of reference for all beneficiaries regarding day-to-day activities of the project and it offers standardised procedures and templates to guarantee project management of the highest standard.

### 1.2. Guiding documents

The general principles for the execution of European funded projects are defined in the EU Grant Agreement (GA), including the Description of the action (DoA) – annex 1 to the GA, and the Consortium Agreement (CA).

The Project Management Plan does not replace any of these agreements, nor does it replace any of the EU guidelines for project implementation, as there are the Annotated Model Grant Agreement and the online manual.

Everyone can consult these agreements and guidelines through the documents listed below. They are listed in order of priority:

1. EU Grant Agreement, including the DoA– annex 1 to the GA
2. Consortium Agreement
3. EU guidelines for project implementation and documentation ([AGA](#), [Online manual](#), [Annex 5-Specific rules](#))
4. Project Management Plan

A dedicated project Teams folder is created, where all partners can find important information, including the official project documents mentioned above (see further under Section 4.3.1).

## 2. Project overview

The overall project workplan consists of **eight work packages** (WPs). Each WP contains a set of detailed tasks, deliverables, and milestones.

Project **deliverables** are specific outputs (written reports) that are produced during the project lifetime by the responsible lead beneficiary, and are submitted to the European Commission (EC) by the Scientific Coordinator (SCo), in accordance with the timing and conditions set out in annex 1 to the GA. The detailed timing of the internal review process prior to submission of the deliverable is set out in Section 5.2.2 of this document.

**Milestones** are project check points that help to monitor the progress. They may correspond to the completion of a WP or a key deliverable, allowing the next phase of the project work to begin. The internal process for reporting the completion of milestones is set out in Section 5.2.2 of this document.



A full project overview, including the work packages, deliverables, important deadlines and meetings can be found on the project Teams folder.

### 3. Project governance and decision-making

#### 3.1. Management structure

The management structure comprises several governing bodies as shown in Figure .

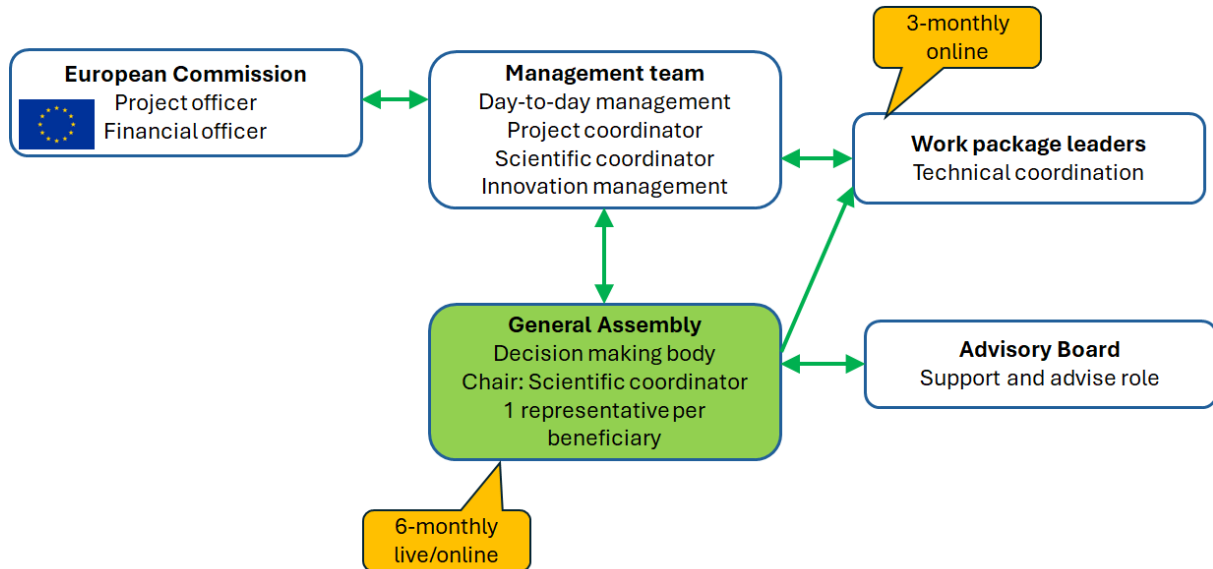


Figure 1. Overview of management structure

##### 3.1.1. Project Officer

The Research Executive Agency (REA) is the Granting Authority of the EC and is represented by a dedicated project officer (PO). For this project the responsible PO is Eleftherios Bourdakis. He oversees the scientific and technical progress of the project and is the single point of contact for any issue (scientific, technical, legal, and, financial) the consortium may encounter during the project. Only the Scientific Coordinator, or by delegation, the project manager, can communicate directly with the PO through the communication channel in the Funding & Tenders portal.

##### 3.1.2. Management Team

The project leading structure is organized as the following – The Management Team (MT) is an assessment group of the consortium composed of the WP leaders without formal decision-making power. The Management Team shall meet twice a year, in the context of the General Assembly (GA) meetings. Any conflicts will be resolved at the lowest level possible. Regular meetings will ensure that full discussion occurs within the consortium, and that decision-making bodies are aware of all the interests of different partners.

The Project Coordinator supported by the MT, is responsible for ensuring a proper implementation of the project in all scientific and technical aspects. The MT composed



of the WP leaders is managing and reviewing the scientific work progress in accordance with the project work plan. A timely review of the scheduled milestones and deliverables will allow an efficient project implementation as well as early risk identification and concrete measures for adjustments of management procedures. The WP leaders on a regular basis, will forward interim findings, MSs, and deliverables to the Project Coordinator who oversees the final approval of all project results before submission to the EC.

The responsibilities of the Project Coordinator are detailed in section 6 of the CA.

The Project Coordinator team at NTNU consists of:

**1. The Scientific coordinator:**

Professor Natasa Nord at NTNU is the scientific coordinator. She oversees the overall scientific development of the project. Her main responsibilities are to ensure that the principal goals and objectives of the project are obtained and to verify the quality of all deliverables resulting from the project.

**2. The Administrative coordinator:**

Miriam Kilano Khider at NTNU is the assigned administrative coordinator. She assists the scientific coordinator and the consortium by overseeing the project lifetime and monitoring deadlines, supporting the consortium in administrative, legal and financial issues and liaising with the PO.

The Project Management Team stays in permanent contact via the agreed online collaboration and progress tracking platform, a fixed status meeting every three months and ad hoc additional meetings (live or online) when a specific phase in the project or specific issues require more frequent consultations.

**3.1.3. General Assembly**

The General Assembly (GA), chaired by Natasa Nord, comprising at least one representative from each consortium partner, is defined as the ultimate decision-making and conciliation body. The GA meets twice a year; if critical issues require decisions in between the meetings, the GA can be summoned through the Advisory board (AB).

The GA can initiate proposals and take decisions in the interest of the project, for example regarding changes in the content, finances or intellectual property rights. It has the sole authority to decide on adaptations of the CA and/or requests for amendments. All proposals for changes to the workplan made by the Scientific Board must be approved by the GA.

The responsibilities of the GA are detailed in section 6 of the CA.

**3.1.4. Innovation Management**

The Innovation Management (IM) consist of the project partners with the highest experience in business development and they will be elected at the kick-off meeting. They will follow up innovation implementation and possibilities for commercialization. They will follow-up research and development work under each WP and identify innovation possibilities.



### 3.1.5. Work Package Leaders

For each WP, a Work Package Leader (WPL) coordinates the activities. The WPLs are responsible for monitoring the milestones and deliverables in their WP and maintain close and frequent contact with consortium members involved in their WP. The WPLs are in constant communication with the MT and the Innovation Management and report every three months on the progress of the work and related aspects in the form of a PowerPoint presentation, and every six months in the form of a written report (see Section 5.3.1) and a PowerPoint presentation. MT will meet every three months digitally to report progress in the form of PowerPoint which will be archived in project's teams folder. This will help to work continually on the project reporting.

### 3.1.6. ENTRANCE Advisory Board

The ENTRANCE Advisory Board (AB) consists of senior colleagues with extensive experience within the field. At this moment the following members are identified for AB: Professor Jarek Kurnitski, Professor Stefano Corgnati, and a representative from Federation of European Heating, Ventilation, and Air-Conditioning Association (REHVA) will be nominated. The AB meets twice a year through teams/zoom meetings.

By incorporating feedback of the ENTRANCE Advisory Board during the project, the consortium will be able to anticipate potential new developments and adapt its action lines accordingly. WPLs can involve representatives of the ENTRANCE Advisory Board in their panels and workshops as needed.

## 3.2. Decision-making

Consensus will always be pursued as preferred method to make decisions within the consortium. Voting mechanisms will only take place as a last resort, if a consensus cannot be reached. There will be an active effort to resolve conflicts at their respective level. If needed, the Scientific coordinator will facilitate additional discussion and conflict resolution. If no resolution can be achieved, the issue will be referred to the General Assembly for a final decision.

A consortium body can deliberate and decide validly when two-thirds (2/3) of its members is present or represented (quorum). Each member represented in the meeting has one vote. Decisions are taken by a majority of two-thirds (2/3) of the votes cast.

The voting procedures are detailed and formally agreed upon in section 6 of the CA.



## 4. Collaboration and internal communication

### 4.1. Contact list

A detailed contact list of all the project beneficiaries can be consulted on the [project's teams folder](#). Next to the contact details, the list also shows the specific roles of individual consortium members, as well as their membership of the different governing bodies.

There are two types of contact persons:

- **Scientific:** All persons in the organisation who will actively be involved in the technical activities of the project.
- **Administrative:** All persons in the organisation who will be involved in the administrative and financial follow-up of the project.

It is the responsibility of each beneficiary to indicate any changes to this information as soon as possible to the Project Coordinator, so the list can be kept up to date. Required changes can be sent to [natasa.nord@ntnu.no](mailto:natasa.nord@ntnu.no).

### 4.2. Meetings

#### 4.2.1. Types and frequency

Table 1: Governance bodies and meeting frequency

| Consortium Body                | Regular meetings                              | Exceptional meetings   |
|--------------------------------|---|--|
| <b>Project Management Team</b> | 3-monthly                                     | At any time upon request of a MT member  |
| <b>General Assembly</b>        | 6-monthly                                     | At any time upon initiative of the Scientific coordinator or written request of any member of the General Assembly |
| <b>Advisory Board</b>          | To be invited to meetings as needed           |  |
| <b>Work package meetings</b>   | Regular meetings at the discretion of the WPL |  |

#### 4.2.2. Annual consortium meeting

Twice a year a **consortium meeting** will be hold. One a year a physical **consortium meeting** will be hold. This is a formal meeting of two days, hosted by one of the consortium members, including a General Assembly meeting.

Table 2: Details of the consortium meetings

| Meeting                     | When                     | Where             | Organizing beneficiary |
|-----------------------------|--------------------------|-------------------|------------------------|
| <b>Consortium Meeting 1</b> | M3 (March 27-28th, 2025) | Trondheim, Norway | NTNU                   |
| <b>Consortium Meeting 2</b> | M9 (16-20 June 2025)     | Online            | NTNU                   |



|                             |        |                        |        |
|-----------------------------|--------|------------------------|--------|
| <b>Consortium Meeting 3</b> | M15-16 | Torino, Italy          | POLITO |
| <b>Consortium Meeting 4</b> | M21    | Online                 | NTNU   |
| <b>Consortium Meeting 5</b> | M28    | Gothenburg,<br>Sweden  | CIT    |
| <b>Consortium Meeting 6</b> | M33    | Online                 | NTNU   |
| <b>Consortium Meeting 7</b> | M40    | Online                 | NTNU   |
| <b>Consortium Meeting 8</b> | M45-48 | Copenhagen,<br>Denmark | AAU    |

### 4.3. Internal communication

#### 4.3.1. Online collaboration platform: Teams

A Project Teams site is available as a repository and collaboration instrument for all working documents, minutes, and reports. Folder structure is established based on the MT decision.

Every consortium member has access to the site.

#### 4.3.2. Online meeting and communication tool

Virtual meetings will preferably be organised with Microsoft Teams. With Teams, you can chat, meet, and collaborate from each location. Teams is integrated in Office 365, which means that you can work with familiar Office programs such as Word, Excel, and PowerPoint.

#### 4.3.3. Email

To help quickly recognise project-related emails a standard subject title is proposed. Project-related emails should include in the subject title: "ENTRANCE" and WP number (if applicable) followed by a more specific description of the subject, deadline for feedback or reply (if applicable):

*[Subject: ENTRANCE: Kick off meeting minutes, till May 11th, 2025]*

If you want feedback on a document, avoid attachments and preferably use links to documents on the project SharePoint instead.

#### 4.3.4. File naming conventions

To ensure efficient file management, it is advised that all public documents conform with the following document standard:

- Deliverable documents:  
**[ACRONYM\_Dx.y\_Title\_v0.1]**  
Example: ENTRANCE\_D1.1\_Project Handbook\_v0.1
- Meeting documents:  
**[ACRONYM\_YYYYMMDD (date meeting)\_Type of Meeting\_Location\_Type of Doc\_v0.1]**  
Example: ENTRANCE\_20220512\_Scientific board\_Ghent\_Agenda\_v0.1
- Conference presentations:



**[ACRONYM\_ YYYYMMDD (date event)\_Event\_Location\_Initials/Organisation  
\_v0.1]**

Example: ENTRANCE\_20250604\_CLIMA2025\_REHVA\_v0.1

Consecutive versions of a draft document get the suffix v0.1, v0.2 – once the document is considered final it is given the suffix v1.0. Changes in consecutive versions should be briefly mentioned in the History of changes.

We strongly advise to apply these file naming standards as much as possible. Please note that it is mandatory to use this for deliverables, as it will prove that the review process was followed.

#### 4.3.5. Templates

All document templates (for deliverables, presentations, and other documents) are available on the project's teams.

On the project's teams as part of the Communication and Dissemination under WP8, the standard PowerPoint presentation that can be used in external communication purposes can be found, such as presentations at conferences, promotion events, etc.

## 5. Reporting

### 5.1. Overview

There are three reporting periods throughout the project lifetime. They are officially set by the EC and allow for adequate monitoring of the project's technical progress and budgetary status. The reporting periods are defined as given in Table 3.

Table 3. Reporting periods

| Reporting Period No. | Duration  | End date            |
|----------------------|-----------|---------------------|
| 1                    | 18 months | June 30th, 2026     |
| 2                    | 18 months | December 31st, 2027 |
| 3                    | 12 months | December 31st, 2028 |

End dates indicated in Table 3 are the end of each reporting period and when the EC portal will open for reporting. To manage successfully deadlines for the project reporting, MT and WPL will have meetings every three months and collect relevant results and items for the report.

### 5.2. Continuous reporting

#### 5.2.1. Completing the Continuous Reporting tabs

At the beginning of the project the continuous reporting module is activated in the Funding and Tenders Portal (F&T Portal), see Figure 2, and deliverables, milestones, and other items can be updated on an ongoing basis. The information will automatically feed into Part A of the periodic technical reports (see Section 5.4).



Figure 2. Different sections of continuous reporting in the F&T Portal

- On the project’s teams site an excel file is available where each partner can update the different sections;
- This file will be reviewed during the MT meetings;
- The Project Coordinator will transfer the information into the relevant sections of the continuous reporting module.

5.2.2. Reporting of deliverables and milestones

The continuous reporting module is also permanently open to submit deliverables and to report on progress in achieving milestones.

The administrative coordinator will be sending reminders to the responsible partners and/or WPL at least 3 weeks before the due date of the deliverables or milestones.

WPLs are responsible for the timely reporting of their **WP deliverables**. The quality of the deliverables is the responsibility of the WPL. To guarantee the highest standard of excellence, a quality review process precedes the submission of the deliverable, as given in Table 4.

Table 4: Steps in quality review of deliverables

| Deadline  | Action  |
|---|---|
| <b>GA meeting (&gt; 31 days before submission date)</b> | One reviewer is asked for deliverables due in the upcoming six months. The lead beneficiary (author) can discuss beforehand with the WPL which internal expert they would like to ask to review the first draft of the deliverable. |
| <b>31 days before submission date</b>                   | The author sends the first draft version of the deliverable to the WPL (first reader), the internal expert (reviewer, second reader), the Scientific coordinator, and the Project Coordinator for revision.                         |
| <b>14 days before submission date</b>                   | The WPL and the internal expert review the deliverable separately and send their comments to the author. The author adjusts the deliverable where necessary.  |
| <b>9 days before submission date</b>                    | The author sends the second draft version of the deliverable to the Scientific coordinator and the Project Coordinator.   |
| <b>7 days before submission date</b>                    | The Scientific coordinator does a final check.  |
| <b>Submission date (at the latest)</b>                  | The Project Coordinator uploads the final document to the F&T Portal and the project teams site.  |

The dissemination level of deliverables varies between public and confidential. Public deliverables will be made available for the general public through different communication channels and will automatically be published on CORDIS by the EC.



Confidential deliverables are only shared with the members of the consortium and the EC services.

For the reporting of the **milestones**, an internal report needs to be submitted to the Scientific coordinator and the Project Coordinator, by the due date set out in Annex 1 of the GA. Milestone reports can be short (email) but should provide evidence that the milestone has been completed. The Project Coordinator will then mark the milestone as achieved in the F&T Portal.

### 5.3. Interim reports

The technical and financial progress reports monitor the project's **scientific and technical progress per work package** in addition to the **financial progression**. It is an **internal** document that is not sent to the EC.

#### 5.3.1. Technical progress report

For each WP a Word template will be available in the dedicated file on the project's teams site. It entails a brief summary of the scientific work completed as well as a brief explanation of any deviations from the DoA – annex1 to the GA.

WPLs are responsible for compiling the report **every six months** so that it can be put on the agenda of the General Assembly for discussion. The information gathered will serve as basis for part B of the periodic technical report.

#### 5.3.2. Role of the WP leaders

The WPLs play a crucial role in maintaining a comprehensive understanding of the progress within their respective WPs. They provide updates on the work to the coordinator and the consortium during GA meetings, and are required to assess the achievements of each partner in the WP. WPLs should monitor all deviations (timing, resources, work...) and communicate this to the project coordinator and the rest of the consortium.

#### 5.3.3. Financial progress report

The financial report contains detailed of expenses related to the project. All beneficiaries are obliged to submit a financial report to the administrative coordinator or any representative from her team through 6-monthly interim financial reports. The administrative coordinator will send a reminder to all partners one month prior to the deadline.

### 5.4. Periodic reporting to the EC

During the lifetime of the project there are three contractually foreseen reporting periods to the EC, as given in Table 3.



According to paragraph 4.2 of the Data Sheet in the GA, the periodic report must be submitted to the EC by the Scientific coordinator within 60 days following the end of each reporting period, see Table 3.

The periodic report **consists of a technical report and a financial report**. A module is made available in the F&T Portal at the end of each reporting period. The Scientific coordinator receives an automatic portal notification at the start of the process (with the Beneficiaries in cc.).

#### 5.4.1. Technical report

The **technical report** consists of two parts:

- **Part A** is automatically generated by the system. It is built on the information entered by the Project coordinator (based on the input of the beneficiaries) via the continuous reporting module of the F&T Portal.
- **Part B** is the narrative part that includes explanations of the work carried out by the beneficiaries and linked third parties during the reporting period. It is to be uploaded by the Project coordinator as a single PDF document, following the template of Part B periodic technical report.

#### 5.4.2. Financial report

The financial report covers the financial aspects related to the implementation of the project. The beneficiaries complete their own financial part and upload a financial statement before e-signing and submitting to the coordinator. The Coordinator must review and explicitly approve the statements of the Periodic Report, which will be submitted to the EU. The coordinator can reject a Financial Statement and send it back to a beneficiary for further editing or can approve the Financial Statement and include it in the Periodic Report. The Periodic Report can be submitted to the EU, once approved by the coordinator. The Financial Statements and the Technical Part of the Periodic Report are submitted to the EU in one single submission.

### 5.5. Review meetings

Typically, after each periodic reporting, the EC will organise a 1-day review meeting, attended by the PO, external experts, the project coordinator, the WPLs, and the administrative coordinators. The goal is to evaluate the project scientific progress and achievements of the last reporting period. In some cases, additional reviews can be scheduled by the PO, to deal with specific issues.

## 6. Audits and documentation

### 6.1. Audits

The European Commission (EC), or one of its entities, may conduct an **audit of a project or beneficiary**, or the task may be outsourced to an external company.



Typically, these audits pertain to more than one project and may encompass multiple reporting periods.

Such audits are permissible up to two years after the final payment. Beneficiaries can be chosen randomly or based on a specific request from the Project Officer (PO).

## 6.2. Documentation

Documentation justifying costs must be kept by the beneficiaries for five years following the final payment by the EC.

It will be necessary to keep financial evidence such as timesheets, payslips, employment contracts, invoices, depreciation policies, etc.

Relevant documentation needs to be provided to the auditor during an audit by the EC.

## 7. Financial matters

The maximum EC contribution cannot be exceeded. Even if the eligible costs of the project turn out to be higher than planned, no additional funding is possible.

The financial aspects are listed in the CA section 7.

- **Pre-financing** at the start of the project: the amount is defined in the GA.
  - Pre-financing funds will be distributed by the coordinator as agreed on, in the CA.
  - 5% of the maximum grant is retained by the EC for the Mutual Insurance Mechanism. It is returned to the consortium together with the final payment.
- **Interim payment** following the approval of the periodic reports: The coordinator will distribute interim payments in several instalments as agreed on, in the CA
- **Final payment** following the approval of the final report: the amount consists of the difference between the calculated EC contribution minus the amounts already paid.

The coordinator will distribute the funds between the beneficiaries without unjustified delay, provided the consortium agreement was fully executed.

## 8. Communication and dissemination

### 8.1. External communication

External communication is directed towards parties outside the consortium, target groups of the project, stakeholders, and the PO. The external communication is part of WP8 “Communication, dissemination, and training” for which beneficiary REHVA is responsible. You can find more information in deliverables D8.1 – D8.5



### 8.1.1. General requirements

It is required to indicate at all the time that the project has received EU funding, using the following:

- Display the **EU emblem** (When displayed together with another logo, the EU emblem must have appropriate prominence) and add the **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 the European Research Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.”*

- Include the **project logo**

You can find the project logo on the project teams under WP8. For the project title and the project logo the following figures are chosen:

# E3 ENTRANCE

Figure 3. Project name



Figure 4. Project logo



It is recommended to always place the project logo on the front page of the document and the EU logo at the left side of the footer of the first page in the document.

#### 8.1.2. Project website

The project website is set up for external communication purposes. The project website contains information about the project, its objectives, results, beneficiaries and events.

### 8.2. Dissemination

Project beneficiaries must as soon as possible (but not before a decision on their possible protection) disseminate their results. Some of the classic forms of dissemination are:

- Peer reviewed publication (open access)
- Presentation at a scientific conference
- Stakeholder events
- Pilot presentations

The dissemination measures should be consistent with the “Plan for Dissemination and Communication” (D8.1 - D8.5) and proportionate to the impact expected from the action. When deciding on dissemination activities, the beneficiaries must also consider the other beneficiary’s legitimate interests.

The complete rules for dissemination are covered in Section 8.3 of the CA and Article 17 and Annex 5 (specific rules) of the GA.

## 9. Publications

### 9.1. Guidelines for publication

A beneficiary wishing to publish, present or disclose information about the project must follow the following procedure:

- Notify the consortium via email **at least 30 calendar days** before publication/disclosure of information via filled out template for publications to the whole consortium.
1. Any objections to the planned publication can be made within 20 calendar days after receipt of the notice. If no objection is made within this time limit, the publication is permitted.
- An objection is justified if:
    - The protection of the objecting party’s results or background would be adversely affected, or



- The objecting party's legitimate academic or commercial interests in relation to the results or background would be significantly harmed, or
- The projection of the objecting party's results or background is adversely affected.
- The objection has to include a precise request for necessary modifications.
- In case the protection of the objecting party's results of background would be adversely affected by the publication, or the objecting party's legitimate interests in relation to its results or background would be significantly harmed, the objecting beneficiary can request a publication delay of no more than 90 calendar days from the time it raises such an objection. If the proposed publication includes confidential information of the objecting party, a delay of 30 calendar days can be requested. After this time the publication is permitted, provided that the objections of the objecting party have been addressed.

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

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

#### 9.1.1. Authorship and acknowledgements

In accordance with most journal's guidelines, co-authors are expected to make a significant contribution to the work reported and have drafted or written, substantially revised or critically reviewed the article. They also share responsibility and accountability for the results.

Scientific publications which acknowledge the project should include the following text:

**“This research has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement no. 101192930 – The ENTRANCE Project.”**

In case that the scientific publication has only been partially funded by ENTRANCE, the following text should be included:

**“Part of this research has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement no. 101192930 – The ENTRANCE Project.”**

Presentations must display the EU logo and include the following text:

**“The ENTRANCE project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement no. 101192930.”**



### 9.1.2. Open access to scientific publications

Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results (Art 17 and Annex 5 of the GA).

In particular, the beneficiary 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 (institutional or e.g., [OpenAIRE](#)).
- Aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
- Ensure immediate open access to the deposited publication via the repository.
- 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;
  - A persistent identifier.
- **Green Open Access** (self-archiving) is possible as long as the publisher does not impose an embargo, and allows to make the published version or the final peer-reviewed manuscript publicly available in a repository.
- **Gold Open Access** is possible by publishing in an Open Access Journal – the article processing charge (ACP) that some journals ask is an eligible cost. An ACP of a Hybrid Open Access Journal is NOT an eligible cost.
- [Open Research Europe](#) is an open access publishing platform for the publication of research stemming from EU funding. The platform makes it easy for beneficiaries to comply with the open access terms and offers researchers a publishing venue to share their results and insights rapidly. It is free of charge.
- Both deposited scientific publications and datasets have to be listed in the F&T Portal, under the Continuous reporting section. When they have been linked to the project properly, they will be automatically displayed here as “suggested by [OpenAIRE](#)”.

### 9.2. Data Management Plan

A Data Management Plan (DMP) will be developed, considering the FAIR principles and following guidelines of OpenAIRE, in collaboration with the Research Data Management unit at NTNU. The DMP will be established in close collaboration with all WPs.



The DMP will be submitted M6 in and will be updated through the project lifetime and at least before every periodic review. Data from monitoring, data analysis, simulation, etc. will be collected and stored in alignment with the GDPR. All data should be pseudonymised or anonymised so that these data are easier to share/publish.

## 10. Exploitation of project results

The obligations towards IPR, access rights and rights of use are described in Art 16 and Annex 5 of the GA. Beneficiaries must – up to four years after the end of the action – use their best efforts to exploit their results.

If, despite a beneficiary's best efforts, the results are not exploited within one year after the end of the project, the beneficiaries must (unless otherwise agreed in writing with the EC) use the Horizon Results Platform to find interested parties to exploit the results.

At the end of the project, the beneficiaries must indicate the owner(s) of the results (**Results Ownership List**) in the final periodic report.

The roadmap for the exploitation of project results will be described in D7.2 (due in M40), D7.3 (due in M24), D7.4 (due in M36), and D7.5 (M48).

## 11. Ethics and research integrity

The beneficiaries must carry out the action in compliance with ethical principles (including the highest standards of research integrity) and with the applicable international, EU and national law. The rules on Ethics and Research Integrity can be found in Annex 5 of the Grant Agreement. This includes the ethics issues identified in the Ethics Summary Report and any additional ethics issues that emerge during the grant. For each issue applicable, beneficiaries must follow the guidance provided in the [How to complete your ethics self-assessment](#).