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Third Project Partners Meeting

Online

27 – 28 April 2020

WEB PROJECT PARTNERS MEETING

27 – 28 April 2020

AGENDA OF THE MEETING

Timetable of 27 April 2020

10:00 Start of the Meeting

1		Welcome of Participants	UCM and Pixel
2		Adoption of the agenda	Pixel
3		Target Group Involvement: *Presentation of the representatives of the target groups involved or planned to be involved*	All partners
4		Intellectual Output 1: Training Package in Medical History for Medical Humanities Lecturers	
	4.1	*Current situation:* - *mapping curricula* - *focus group* - *1st unit of the educational material* - *2nd unit of the educational material* - *Questionnaires for students* - *Delphi analysis*	All partners
5		Intellectual Output 3: Virtual Video Library with Testimonials from Role-model Doctors	
	5.1	*Current situation:* - *Doctors to be involved in the video interviews* - *Production of the video interviews*	EuroED, UCM, Pixel
6		Presentation of the Project Management Activities (PM)	
	6.1	*Presentation and analysis of PM1: Coordination of Activities* o *Presentation of the current situation*	Pixel
	6.2	*Presentation and analysis of PM2: Dissemination* o *Presentation of the current situation*	Pixel
	6.3	*Presentation and analysis of PM3: Exploitation* o *Presentation of the associated partners* o *Presentation of the exploitation links*	All partners

13:30 End of 1st Meeting Day

Timetable of 28 April 2020

10:00 Start of the Meeting

7		Intellectual Output 2: Collection for Digital Medical Museum	
	7.1	o *Presentation of the planned activities and expected results*	UCM, Pixel
8		Possibility of extension of the project	All partners
9		Schedule of Future Meetings	Pixel
10		Reminder on Project Deadlines	All partners
11		Any Other Business	All partners

13:30 End of the meeting

Project Presentation

Project Presentation

Web Partners' Meeting
27 April 2020

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Funding Programme

Erasmus+

European Commission funded through the Spanish National Agency the ALCMAEON project in the framework of the Erasmus+ Programme – Strategic Partnerships for Higher Education.

Project number: 2018-1-ES01-KA203-050606

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The Target Group

The main target groups of the project are:

- Doctors and universities lectures in humanities in medicine
- Medical students
- Policy makers in the field of education

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Expected Results

The main project deliverables are 3 intellectual outputs:

- Training package in medical history for medical humanities lecturers
- Collection for digital medical museum
- Virtual video library with testimonials from role-model doctors

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Project Activities

The Project at a Glance

Target Groups Involvement	February 2019 – September 2019
Training package in medical history for medical humanities lecturers	January 2019 – July 2020
Collection for digital medical museum	March 2020 – January 2021
Virtual video library with testimonials from role-model doctors	July 2019 – July 2020
Training Activity	January 2021
Multiplier Events	January 2021

Preparatory Activity
(part of the Project Management)

Target Groups Involvement

PM1: Project Management 1/5
Actions to be Carried Out

- Involvement of target groups:
  - 50 among lecturers, doctors and practitioners
  - 200 undergraduate medical students

PM1: Project Management 2/5
Expected Results

Each HEI must select and upload on the project portal at least:

- 10 among lecturers, doctors and practitioners
- 40 undergraduate medical students

Slide 1

PM1: Project Management 3/5
Templates and Tools

- PM1.A – Lecturer Information
- PM1.B – Student Information
- PM1.C – Role of the participants

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Slide 2

PM1: Project Management 4/5
Current results

Partner	Involved Professors	Involved students
UCM	10	45
Uni Iasi	6	47
Uni Roma	11	42
Uni Aristotelio	6	36
UoB	10	0

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Slide 3

PM1: Project Management 5/5
Deadlines

24 April 2020
Uni Iasi (RO), UniAristotelio (El), UoB (UK)
Upload on the project portal the information related to the target groups

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Intellectual Output 1

Training Package in Medical History for Medical Humanities Lecturers

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IO1: Training Package 1/9
Actions to be Carried Out 1/2

1.1) Creation of all templates needed for carrying out the activities	1 January 2019 31 January 2019
1.2) Mapping curricula and Identification of a common format	1 February 2019 15 April 2019
1.3) Topic proposal	1 February 2019 31 May 2019
1.4) Focus group	1 March 2019 15 April 2019
1.6) Development of the educational material	1 June 2019 31 December 2019

IO1: Training Package 2/9
Actions to be Carried Out 2/2

1.7) Questionnaires for undergraduate medical students	01 August 2019 31 October 2019
1.8) Translation of the training package	1 November 2019 31 January 2020
1.9) Piloting	1 January 2020 31 May 2020
1.10) Piloting report	1 June 2020 31 July 2020

Expected Results 1/2

- 1 Map of Medical Humanities

- 1 focus group with 6-8 participants per contry

- Availability of 30 questionnaires per country (collected by the HEIs)

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Expected Results 2/2

- **Educational material**

Each HEI has to develop 2 units, but UCM (ES) that has 4, related to a specific historical period.

For each unit, each HEI should produce:
  - 1 Power Point
  - 1 reading of around 3000 – 4000 words
  - 1 formative evaluation questionnaire with 5 open-ended questions
  - 1 summative evaluation questionnaire with 10 multiple-choice questions

- Piloting phase:
  - 1 experiment group of 15-20 medical students using the developed educational material
  - 1 control group of 15-20 medical stuent using the traditional material

- Piloting phase report (UCM)

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Templates and Tools

- IO1.A – Mapping curricula

- IO1.B – Focus Group

- IO1.C – Questionnaire for students

- IO1.D – Table of contents of the Educational Material

- IO1.E – Guidelines for the development of the Educational Material

- IO1.F – Piloting Report Guidelines

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Current situation

Partner	Mapping	Focus group	1st unit educational material	2nd unit educational material
UCM 1	OK	OK	OK	OK
UCM 2			Missing	Missing
Uni Iasi	OK	OK	OK	OK
Uni Roma	OK	OK	OK	OK
Uni Aristotelio	OK	OK	OK	Missing
UoB	Missing	Missing	OK Case scenario missing	OK Case scenario missing

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Current situation

Partner	Questionnaire XLS	Students involved in the DELPHI analysis
UCM	OK	Missing
Unilasi	OK	Missing
UniRoma	OK	OK
UniAristotelio	OK	Missing
UoB	Missing	Missing

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Deadlines 1/2

- **30 April 2020**
  All HEIs, but UniRoma (IT)
  Provide list of 10 students with good level of English with email addresses to carry out a Delphi analysis

- **30 April 2020**
  UniAristotelio (EL)
  Development of contents of the second unit of the educational material

- **15 May 2020**
  UCM (ES), UoB (UK)
  Development of contents of the 2 units of the educational material

- **15 May 2020**
  UoB (UK)
  Focus group, mapping curricula and file.xls on the results of the questionnaires for students

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IO1: Training Package 8/9
Deadlines 2/2

- **15 July 2020**
  All HEIs
  Peer review of the Educational Material

- **31 August 2020**
  UoB
  Language review of the Educational Material

- **30 September 2020**
  All HEIs
  Translation of the of the training package

- **30 October 2020**
  UoB (UK)
  Send a report related to the Delphi analysis

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Intellectual Output 2

Collection for Digital Medical Museum

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IO2: Digital Collection 1/4
Actions to be Carried Out

2.1) Creation of all templates needed for carrying out the activities	01 March 2020 31 March 2020
2.3) List of objects	1 May 2020 31 May 2020
2.4) Description of the contents for the digital collection	1 June 2020 30 September 2020
2.5) Uploading of the contents on the portal	1 October 2020 31 October 2020

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IO2: Digital Collection 2/4
Expected Results

- An interactive map that connects the developed educational contents with the objects of the digital collection

- Availability of around 40-50 objects selected by the partners that will be upload on the digital platform

- Development of objects' labels to describe their characteristics

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IO2: Digital Collection 3/4
Templates and Tools

- IO2.A – Map

- IO2.B – Digital objects

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IO2: Digital Collection 4/4
Deadlines

- **31 May 2020**
  All HEIs
  Propose a list of objects to be included in the digital collection:
  - Name of the object
  - Place of the object
  - Didactic unit connected

- **31 July 2020**
  All HEIs
  Description of 4-5 objects

- **30 September 2020**
  All HEIs
  Description of 8-10 objects and provide at least 1 picture for each object

- **31 October 2020**
  All HEIs
  Uploading of the objects on the Map on the portal

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Intellectual Output 3

Virtual Video Library with Testimonials from Role-Model Doctors

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Actions to be Carried Out

3.1) Creation of all templates needed for carrying out the activities	1 July 2019 31 July 2019
3.2) Identification of doctors and students	1 July 2019 31 July 2019
3.3) Development of the scripts	1 August 2019 30 September 2019
3.4) Development of the videos	1 October 2019 31 May 2020
3.5) Editing of the videos	1 April 2020 31 July 2020

Expected Results

A collection of videos with doctors and medical lecturers showing the role of history linked to the medical profession.

Availability of 4 video interviews (1 per thematic area) per HEI, including:
- The presence of 1 doctor, 1 student and 1 interviewer
- The presentation of archive material
- The description of objects and contents from the digital collection of IO2

IO3: Video Library 3/6

Templates and Tools

- Template IO3.A – Guidelines to shoot a video
- Template IO3.B – Video Library

IO3: Video Library 4/6

Current situation

Partner	Participants
UCM	4
Uni Iasi	0
Uni Roma	3
Uni Aristotelio	0
UoB	4

IO3: Video Library 4/6

Current situation

Partner	Raw material of the video	Script for subtitles	Final version of the video
UCM	0	0	0
Uni Iasi	3	3	3
Uni Roma	1	0	0
Uni Aristotelio	0	0	0
UoB	0	0	0

Slide 1

IO3: Video Library 5/6

Deadlines

- **30 April 2020**
  All HEIs, but UoB (UK)
  Identification of 1 doctor per each of the 4 videos

- **31 October 2020**
  All HEIs
  Sending of raw videos and documents related to 1 video

- **30 November 2020**
  All HEIs
  Sending of raw videos and documents related to 1 more video

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Slide 2

IO3: Video Library 6/6

Deadlines

- **31 January 2021**
  All HEIs
  Sending of raw videos and documents related to 2 more videos

- **31 March 2021**
  EuroEd
  Editing of the videos

- **30 April 2021**
  All HEIs
  Upload of the videos on YouTube and on the portal

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Slide 3

Training Activity

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Training Activity 1/4
Actions to be Carried Out

- Organisation in Madrid of a training event:
  - Topics: Innovation in Medical Humanities Teaching
  - Participants: **2 members of the staff per each HEI**
  - Period: January 2021
  - Duration: 7 days (including 2 travelling days)
  - Certification: Europass Mobility

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Training Activity 2/4
Template and Tools

- TA.1 - Training Activity Register
- TA.2 – Programme
- TA.3 – Certificate
- TA.4 – Contents for the Mobility Europass
- TA.5 – Participants Profile
- TA.6 – Report

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Training Activity 3/4
Deadlines 1/2

- **30 September 2020**
  UCM (ES), Pixel (IT)
  Definition of the:
  - Training Programme
  - Certificate for the participants
  - Contents for the Europass

- **30 November 2020**
  All HEIs
  Identify 2 participants in the training activity
  Contact the National Europass Centre (link) to activate the Europass
  Mobility for each participant

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Training Activity 4/4
Deadlines 2/2

- **January 2021**
  UCM (ES)
  Delivery of the Training Activity

- **31 January 2021**
  UCM (ES)
  Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Signed Certificates)

- **31 January 2021**
  All HEIs
  Sending to Pixel of supporting documents (Participants Profiles, Signed Mobility Europass)

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Multiplier Events

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Multiplier Events 1/4
Actions to be Carried Out

Organisation of a 3 dissemination events at national level and 1 final conference on the:

- Innovation of the teaching of medical history with the object-based learning approach
- Presentation of the intellectual outputs

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Multiplier Events 2/4
Expected Results

- 1 Multiplier Event per Country
  - involvement of 20 lecturers, doctors, researchers and medical students

- Project Final Conference:
  - involvement of 40 participants among lectures, doctors, researchers, medical students, policy makers and museum staff

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Multiplier Events 3/4
Templates and Tools

- ME.1 – Multiplier Event Description
- ME.2 – Multiplier Event Programme
- ME.3 – Multiplier Event List of Participants
- ME.4 – Multiplier Event Minutes

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Multiplier Events 4/4
Deadlines

- **31 January 2021**
  All HEIs (except UCM)
  Sending of material related to the multiplier events

- **31 January 2021**
  UCM (ES)
  Sending of material related to the final conference

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Project Management

PM1 - Coordination of activities

Actions to be Carried Out

- Attendance to the partners meeting
  - 1st Meeting: Florence (IT) 11-12 February 2019
  - 2nd Meeting: Thessaloniki (EL), 12-13 September 2019
  - 3rd Meeting: Bristol (UK), ???? 2020
  - 4th Meeting: Madrid (ES), ???? 2021
- Production of project reports

Expected Results

Production of:

- Three months period online Activities Reports
- Yearly Financial Report

16

PM1 - Coordination of activities 3/5
Templates and Tools

- PM1.D – In progress activities reports

- PM1.E – Financial Manual (*external annex*)

- PM1.F – Financial Forms (*external annex*)

- PM1.G - Template of Mobility Declaration

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PM1 - Coordination of activities 4/5
Current situation

Partner	Online activities report
UCM (ES)	31 March 2020
Uni Aristotelio (EL)	30 September 2019
Pixel (IT)	31 March 2020
Uni Roma (IT)	31 March 2020
UoB (UK)	03 February 2020 (missing IO3 and PM)
EuroEd (RO)	31 March 2020
Uni Iasi (RO)	31 March 2020 (IO3 to be updated)

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PM1 - Coordination of activities 5/5
Deadlines

24 April 2020
AUTh (EL), UCM (ES), EuroEd (RO), Uni Iasi (RO), UoB (UK)
Update online activity reports up to 31 March 2020

All partners
Every three months (30 June 2020, 30 September 2020, 31 January 2021)
– Production of Activities Report Forms

15 February 2021
All partners
Financial Report

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Project Management

PM2 - Dissemination

PM2 - Dissemination 1/5
Actions to be Carried Out

– Development and translation of project brochures
– Organization of at least 1 dissemination event on the project every month
– Creation of a Facebook page
– Production of the best practice dissemination report

PM2 - Dissemination 2/5
Expected Results

• Production of Project Brochure in all partners languages
• Database of dissemination events on the portal
• Creation of a Facebook Page
• Production of National Best Practice Dissemination Report

PM2 – Dissemination 3/5
Templates and Tools

- PM2.A – In progress dissemination reports

- PM2.B – How to write the Best Practice Dissemination Report

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PM2 – Dissemination 4/5
Current situation

Partner	Dissemination events
UCM (ES)	13
Uni Aristotelio (EL)	4
Pixel (IT)	55
Uni Roma (IT)	15
UoB (UK)	0
EuroEd (RO)	52
Uni Iasi (RO)	14

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PM2 - Dissemination 5/5
Deadline

- **Every three months** (30 June 2020, 30 September 2020, 31 January 2021)
  All partners
  Upload of 1 dissemination events per month

- **15 January 2021**
  All partners
  Final Best Practice Dissemination Report

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Project Management

PM3 - Exploitation

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PM3- Exploitation 1/5

Actions to be Carried Out

– Involvement in the project of associated partners

– Collection of exploitation links

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PM3 – Exploitation 2/5

Template and Tools

– PM3.A - Associated Partner Letter

– PM3.B - Associated Partner Information

– PM3.C - Exploitation links

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PM3 - Exploitation 3/5
Expected Results

- Involvement of 6 associated partners
- Collection of 6 exploitation links

PM3 - Exploitation 4/5
Current situation

Partner	Exploitation Links	Associated Partners
UCM (ES)	1	4
Uni Aristotelio (EL)	0	2
Pixel (IT)	0	
Uni Roma (IT)	2	1
UoB (UK)	0	0
EuroEd (RO)	5	3
Uni Iasi (RO)	0	2

PM3: Exploitation 5/5
Deadlines

- **15 May 2020**
  HEIs
  - Involvement of 3 associated partners
  - Collection of 3 exploitation links

- **15 January 2021**
  All Partners
  - Involvement of a total number of 6 associated partners
  - Collection of a total number of 6 exploitation links

Project Management

PM4 - Quality and Monitoring Plan

PM4: Quality and Monitoring Plan 1/4
Actions to be Carried Out

– Collection of evaluation questionnaires
– Collection of testimonials
– Production of testing evaluation report

PM4: Quality and Monitoring Plan 2/4
Expected Results

• 3 issues of the Quality Plan
• Collection of 4 testimonials
• Collection of 20 evaluation questionnaires per country
• 1 Evaluation Report on IOs per country

PM4: Quality and Monitoring Plan 3/4
Templates and Tools

- PM4.A – Quality Plan

- PM4.B – Project Meeting Evaluation Questionnaire

- PM4.C – Project Evaluation Questionnaire

- PM4.D – End users' Evaluation Questionnaires for Intellectual Outputs

- PM4.E – Tool for questionnaires analysis

- PM4.F – Guidelines for the evaluation report on Testing Activities

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TA4: Quality and Monitoring Plan 4/4
Deadlines

- **31 January 2021**
  All Partners
  - Collection of 6 testimonials
  - Collection of 20 evaluation questionnaires
  - Sending of evaluation report on the IOs

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Thank you for Your Attention

Questions?

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CALENDAR OF DEADLINES

IO1 – Training Package in Medical History for Medical Humanities Lecturers

Deadline	Results	Partner	Template and Tools
15 May 2020	Development of contents of the second unit of the educational material	UniAristotelio (EL)	IO1.D – Table of contents of the Educational Material IO1.E – Guidelines for the development of the Educational Material
15 May 2020	Development of contents of the 2 units of the educational material	UCM (ES), UoB (UK)	IO1.D – Table of contents of the Educational Material IO1.E – Guidelines for the development of the Educational Material
31 May 2020	Focus group and file.xls on the results of the questionnaires for students	UoB (UK)	IO1.B – Focus Group IO.G - Tool for questionnaire analysis
31 May 2020	Review of 2 Educational Material per partner	All HEIs	
15 June 2020	Put comments on all 12 units and send back to the authors (if needed)	UCM (ES)	
30 June 2020	Mapping curricula	UoB (UK)	IO1.A – Mapping curricula
30 June 2020	Proposal of final version of the educational material in accord to the comments received	All HEIs	
15 July 2020	Final version	UCM (ES)	
30 September 2020	Proofreading	UoB (UK)	
30 September 2020	Translation of the of the Power Point Presentation of the training material	All HEIs	
30 September 2020	Provide list of 10 students with good level of English with email addresses to carry out a qualitative assessment of the training package	All HEIs	
30 December 2020	Send a report related to the qualitative assessment	UoB (UK)	

IO2 – Collection for Digital Medical Museum

Deadline	Results	Partners Involved	Template and Tools
31 May 2020	Propose a list of objects to be included in the digital collection: • Name of the object • Place of the object • Didactic unit connected	All HEIs	IO2.B – List of digital objects
31 July 2020	Description of 4-5 objects	All HEIs	IO2.C – Digital objects
30 September 2020	Description of 8-10 objects and provide at least 1 picture for each object	All HEIs	IO2.C – Digital objects

IO3 – Virtual Video Library with Testimonials from Role-Model Doctors

Deadline	Results	Partners Involved	Template and Tools
15 May 2020	Identification of 1 doctor per each of the 4 videos	UniRoma (IT), UniAristotelio (EL)	
26 October 2020	Sending of raw videos and documents related to 1 video	All HEIs	IO3.A – Guidelines to shoot a video IO3.C - Video Library
30 November 2020	Sending of raw videos and documents related to 1 more video	All HEIs	IO3.A – Guidelines to shoot a video IO3.C - Video Library
31 January 2021	Sending of raw videos and documents related to 2 more videos	All HEIs	IO3.A – Guidelines to shoot a video IO3.C - Video Library
31 March 2021	Editing of the videos and upload of the videos on YouTube and on the portal	EuroEd (RO)	

Training Activity

Deadline	Results	Partner	Template and Tools
30 September 2020	Definition of the: - Training Programme - Certificate for the participants - Contents for the Europass	UCM (ES), Pixel (IT)	
30 November 2020	Each HEI should: - Identify 2 participants in the training activity - Contact the National Europass Centre (link) in order to activate the Europass Mobility for each participant.	All HEIs	TA.4 – Contents for the Mobility Europass
January 2021	Delivery of the training activity	UCM (ES)	TA.1 –Register TA.2 – Programme TA.3 – Certificate
31 January 2021	Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Programme, Certificates)	UCM (ES)	TA.1 – Register TA.2 – Programme TA.3 – Certificate TA.6 – Report
31 January 2021	Sending to Pixel of supporting documents: copies of the Europass certificates, description of the participants profiles and selection methodology	All HEIs (except UCM)	TA.5 – Participants Profile

Multiplier Events

Deadline	Results	Partner	Template and Tools
31 January 2021	Organisation of an event for 20 (Greek/ Italian/ Romanian/ Spanish/ English) doctors/lectures/researchers/policy makers in order to present, discuss the project results and address their sustainability in the national system. Sending of documents related to the multiplier events.	All HEIs	ME.1 - Multiplier Event Form ME.2 - Programme Template ME.3 - List of Participants Template ME.4 - Minutes form

Project Management

PM1 - Coordination of Activities

Deadline	Results	Partner	Template and Tools
31 May 2020	Selection and involvement for the piloting phase, by each of the HEI, of - 40 medical undergraduate students - 10 among lectures, researchers, doctors and practitioners Upload on the project portal of the related information	Uni Iasi (RO), UniAristotelio (EL), UoB (UK)	PM1.A – Lecture Information PM1.B – Student information PM1.C – Role of the target groups
15 May 2020	Update online activity reports up to 31 March 2020	AUTh (EL), UoB (UK)	https://alcmaeon.pixel-online.org/MNG-wip.php
30 June 2020, 30 September 2020, 31 January 2021	Production and Uploading of Project Activities Report	All partners	https://alcmaeon.pixel-online.org/MNG-wip.php
15 February 2021	Production of Financial Reports	All partners	PM1.E – Financial Manual PM1.F – Financial Forms

PM2 - Dissemination

Deadline	Results	Partner	Template and Tools
30 June 2020, 30 September 2020, 31 January 2021	Organization of 1 dissemination events on the project every month and uploading the dissemination events description on the project web site (every three months)	All partners	https://alcmaeon.pixel-online.org/MNG-diss.php
15 January 2021	Production of the final Best Practice Dissemination Report	All partners	Template: PM2.B – How to write the Best Practice Dissemination Report

PM3 - Exploitation

Deadline	Results	Partner	Template and Tools
15 May 2020	Upload on the project portal of 3 associated partners. Sending to Pixel of 3 exploitation links	HEIs	PM3.A - Associated Partner Letter PM3.B - Associated Partner Information PM3.C – Exploitation links
15 January 2021	Upload on the project portal a total number of 6 associated partners. Sending to Pixel a total number of 6 exploitation links	All partners	PM3.A - Associated Partner Letter PM3.B - Associated Partner Information PM3.C – Exploitation links

PM4 - Quality and Monitoring Plan

Deadline	Results	Partner	Template and Tools
January 2021	- Collection of 6 testimonials - Collection of 20 evaluation questionnaires - Sending an evaluation report per country on the IOs	All partners	PM4.D – Lectures' Evaluation Questionnaires for Intellectual Outputs PM4.E – Tool for questionnaires analysis PM4.F – Guidelines for the evaluation report on Testing Activities