Infopack for Student Program Consortia

Name of the project: ATTRACT

Grant Agreement contract number: GA- 101004462

Date: 15/03/2022
Welcome!

Congratulations on winning the call for one of the Student Programs of ATTRACT phase 2 and welcome to the ATTRACT Academy (Academy for short). This infopack is designed to help understand the structure of the Academy, to familiarise you with the responsibilities of the Student Program Coordinator, have an understanding of how submissions and deliverables are handled, and get an overview of the plan for the Academy events.

ATTRACT Project

ATTRACT is a pioneering initiative bringing together Europe’s fundamental research and industrial communities to lead the next generation of detection and imaging technologies.

In 2018, the European Commission (EC)’s Horizon 2020 Programme funded ATTRACT phase 1, which aimed at identifying breakthrough technologies from fundamental research. Phase 1 supported 170 breakthrough technology concepts in the domain of detection and imaging technologies across Europe.

During phase 1, as a part of the ‘Young Innovators and Entrepreneurs Pilot’, over 100 Masters level students in cross-disciplinary student teams used design thinking methodologies to develop breakthrough innovations to solve societal challenges inspired by the technologies being developed in the ATTRACT initiative. The student projects from phase 1 can be viewed on the ATTRACT phase 1 project showroom.

One of the activities in ATTRACT phase 2 is the upscaling of the ‘Young Innovator and Entrepreneurs’ pilot from ATTRACT phase 1. Using the three existing pilot locations at Aalto, ESADE and CERN from ATTRACT phase 1 as starting locations, phase 2 will increase the number of universities and students involved in applying ATTRACT technologies to benefit society. The inclusion of student activities in ATTRACT phase 2 is also designed to create a new generation of researchers who perceive co-innovation between academia, research infrastructures, and commercial organisations as a natural way of working. The student activities are intended to foster a stronger entrepreneurial culture across Europe that uses the concepts and resulting technologies created for research purposes as the starting point for developing products and services for our citizens.
In phase 2, all the student activities fall under the umbrella of ATTRACT Academy

Structure of ATTRACT Academy

ATTRACT Academy is a part of the ATTRACT phase 2 under which 10 Student Program Proposals are funded. Each Student Program is run by a consortium of 2-4 universities/institutions, which each utilise one or more of their courses to run the required activities. One university in each consortium is the Student Program Coordinator (Coordinator for short) and is the main contact for Student Program.

Furthermore, to ensure knowhow transfer from ATTRACT phase 1, each Student Program is run in liaison with one of the three institutions (and their respective innovation platforms), which were part of ATTRACT phase 1 ‘Young Innovators and Entrepreneurs Pilot’: Aalto University / Aalto Design Factory, ESADE / Fusion Point, or CERN / IdeaSquare.

Each Student Program carries out a minimum of 10 Student Projects over the course of ATTRACT phase 2. The courses are run according to the regular course schedules of the universities in two rounds: Round 1 during academic year 2022-2023 and Round 2 during academic year 2023-2024. The Student Projects are done by students in interdisciplinary teams, with the pedagogical support from the course staff, while working on a design brief based on a Technology Project.

Finally, each Student Program is either Modality A or Modality B. Modality A programs are made of smaller (5-9 ECTS) courses with the goal to produce a service concept, tangible solution demonstration, or prototype. Modality B programs are larger (10+ETCS) courses with the goal to do a more extensive design process resulting in a Proof-of-Concept prototype.
Figure 1 Structure of ATTRACT Academy

ATTRACT Academy Facilitator

The ATTRACT Academy Facilitator (Facilitator for short) oversees the activities and is the touch point for all the Student Program Coordinators. The ATTRACT Academy Facilitator is Aalto University. You can contact them at attract-academy@aalto.fi.
Responsibilities of the Student Program Coordinator

As the Coordinator of the Student Program consortium (Coordinator for short) you be responsible for the following:

• Being the primary contact for all communications pertaining to their Student Program.

• Facilitate communication between ATTRACT Technology Projects and the course staff.

• Submitting the student information document to the Facilitator at the start of each course in the Student Program (Template and encryption instructions shared with the Coordinator in drive)*.

• Submitting the deliverables to the Facilitator at the end of each course in the Student Program (The details of the deliverables and formats shared with the Coordinator in drive).

• Keeping track of the finances, budget, and reporting them. Please refer to the section ‘Finances’ in this document for detailed information regarding this.

• Communicating dates of events and workshops within the Student Program to the Facilitator at the earliest.

• Deliver the feedback from the students at the end of each round of the different courses within their Student Program to the Facilitator (Feedback form shared in common drive).

• Ensure selection and participation of students from within the Student Program for the common events for example, ATTRACT Academy Gala.

• Ensure handover of the student projects within the Program to their respective Technology Projects.

* To protect the student information, the file will be encrypted. The detailed encryption process is included in the deliverables document.
Where to find information and how to submit deliverables

The Facilitator will share a cloud-based drive with you for uploading all the deliverables. The drive will contain the templates and documents containing relevant information for you, for example what deliverables are needed based on the modality of the Student Program and their formats. You should notify the Facilitator if you would like someone else in addition to you to have access to the drive as well.

Finances

The obligations and responsibilities that you have acquired are stipulated in the Third Party Project Agreement (TPPA) that you have signed. The text here is not substituting it and intended to be for additional informational purposes. The ATTRACT initiative receives its funding through the EC’s Horizon 2020 grant (Grant number 101004462). For reporting and audit purposes, you are required to collect all physical receipts for expenses. A report of expenses must be submitted along with the other deliverables at the end of each round to the Facilitator. The Student Program consortium is responsible for complying with European Commission guidelines for making eligible expenses and will be liable in case of an audit. The funding will be received by the Coordinator of the consortium in lump sum after the signing of the Third Party Project Agreement. The consortium is responsible for ensuring that the entire amount of the received funding is utilised within the duration of the ATTRACT phase 2 on related activities. It is not possible to carry forward the funding or utilise it for other projects and activities. Any questions regarding the finances can be addressed to the

<table>
<thead>
<tr>
<th>Before the course(s)</th>
<th>During the course(s)</th>
<th>End of the course(s) and after</th>
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<tbody>
<tr>
<td>□ Go through the materials shared by the Facilitator on the drive, check if encryption password works</td>
<td>□ Deliver Student Information Document to the Facilitator once the students participating in the course(s) are confirmed.</td>
<td>□ Outcomes and deliverables of the student projects from the course(s)</td>
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<tr>
<td>□ Participate in the onboarding/trainers workshops</td>
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<td>□ Ensure the sharing of the student feedback form with the students</td>
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<td>□ Get in touch with the dedicated Technology Projects based on the Technology Cards received from the Facilitator.</td>
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<td>□ Expenditure report</td>
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<tr>
<td>□ Inform the Facilitator about dates for common workshop/activities for the course(s) within the consortium.</td>
<td></td>
<td>□ Participation of selected students to common attract academy events</td>
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<tr>
<td>□ Inform the Facilitator about finance officer in their organisation</td>
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Figure 2 Checklist for Coordinators
ATTRACT Project Administration Office at attract-pao@cern.ch. You are asked to forward the Facilitator the contact information of your financial officer within your organisation who will be handling matters related to the Student Program.

Communication with Technology Projects

The Facilitator will connect you with the Technology Projects that will be utilised in the course(s) in your Student Program. Once you have been connected with them, you can formulate briefs with them and discuss their involvement in the course. Each of the Technology Projects have a Contact Person responsible for communicating with the Student Programs. The frequency of interaction between the student teams and the Contact Person of the Technology Projects depends on the modality of the Student Program.

- One off or few times in total with student teams from Modality A programs
- Regular occurrence (up to weekly) with the student teams from Modality B programs.

It is important to note that the ATTRACT Technology Projects cannot be asked to share any details about their technologies that they are not willing to share at that point. ATTRACT follows an Open Science to Open Innovation principle and most of the deliverables of the Student Programs will be disseminated publicly. Do not engage in a non-disclosure agreement or similar with the ATTRACT Technology Projects that the students will work with. Please, when you interact with the Technology Projects, make sure that they understand this point and share with you information that is not intended to be protected and could go into the public domain.

ATTRACT Academy Common Events

The ATTRACT phase 2 begins with a common Kick Off event.

The Facilitator will arrange yearly Trainer’s Workshops. These workshops will be an event for all the Student Programs to sync activities, share best practices and update each other about the challenges and achievements of their Student Programs. It is important to note that the ATTRACT Student Program budget cannot be used for covering the cost of travel, accommodation etc. for you, the teaching staff or other representatives of the Student Programs attending the Trainer’s Workshop. During the Trainer’s Workshops we will also discuss the possibilities of further academic work such as publishing in the CERN Ideasquare journal of Experimental Innovation (CIJ).
In addition, to the Trainer’s Workshop, after Round 1 and 2 of the Student Programs, the ATTRACT Academy Gala, will be organised for showcasing selected student projects from all the different Student Programs to showcase their work. The ATTRACT Student Program budget is to be used to cover the cost of the student travels and accommodation to the common events.

The tentative dates for these common events are:

- ATTRACT phase 2 Kick-Off – May 31st 2022
- 1st Trainers Workshop – 1st/2nd June 2022, Hybrid format from Barcelona and Online
- 2nd Trainers Workshop and 1st ATTRACT Academy Gala - 15-16 June 2023
- 2nd ATTRACT Academy Gala (Pre AFC) - 12-14 June 2024
- ATTRACT Final Conference - 20 - 23 January 2025

Please note that these dates are tentative and will be confirmed closer to the event. The common events are designed to be face to face events. Depending on the Coronavirus situation, the events may take place virtually or in a hybrid format. The details will be shared in advance.

**Visits by ATTRACT Academy Facilitator**

For project monitoring purposes, the Facilitator would be visiting while the Student Programs are running. A preferred time for these visits is when the common activities within the Student Program are taking place. You are requested to let the Facilitator know at the earliest about these events so that the Facilitator can plan for their visit.

**Channels for Communication**

All official communication will be handled via email. The email address of the ATTRACT Academy Facilitator is attract-academy@aalto.fi. All the deliverables and files are shared through the cloud based shared drive.

In addition to this, there is a common ATTRACT Academy Slack workspace. This will be a community space for all the Student Programs. You can freely invite the course staff, teachers, and also students from your Student Program to the Slack workspace if you wish.