



NETWORK ADMINISTRATION

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UK Research
and Innovation

Purpose



- Overview of the general principles of the doctoral network
- Network structure (who is who, responsibilities)
- Election of the Steering Committee
- Grant Agreement and Consortium Agreement
- Practical arrangements

Introduction



(Accelerator Optimization) 6 M€, 35 partners



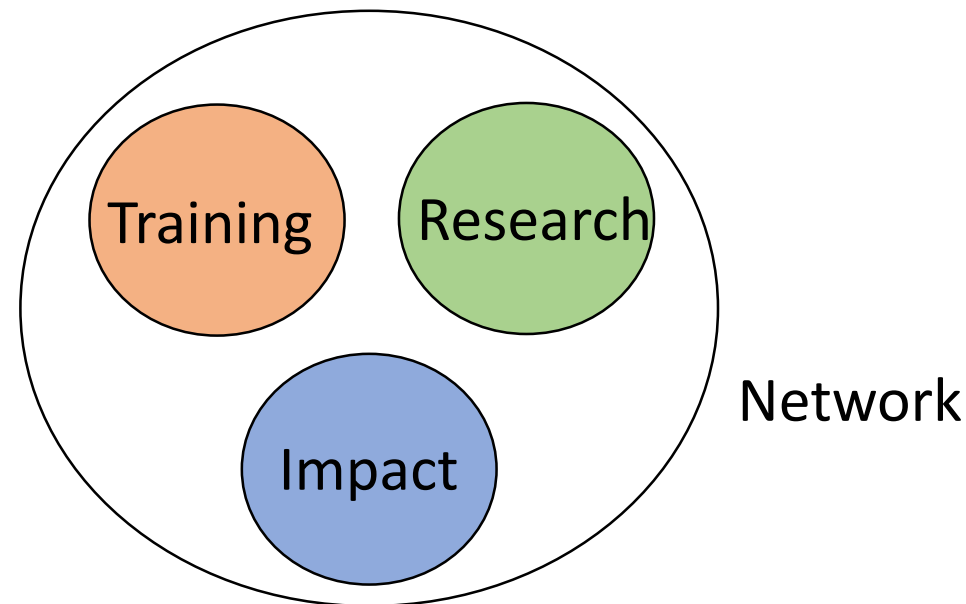
(Medical Accelerators R&D) 4 M€, 24 partners



EuPRAXIA Design Study, FCC, AWAKE, organisation of large training and outreach events.

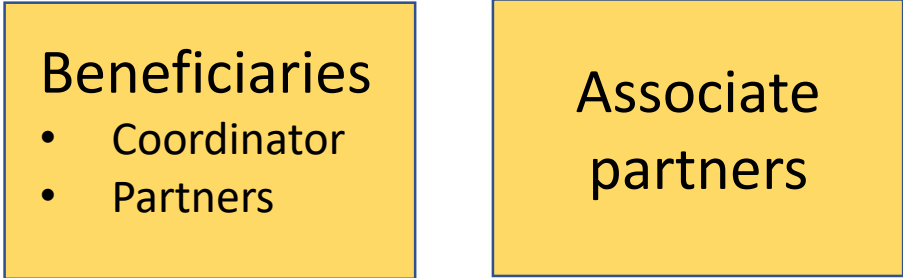
The *spirit* of the MSCA Doctoral Network

TRAINING AND MOBILITY ACTIONS: Activities that aim to improve the skills, knowledge and career prospects of researchers, based on mobility between countries and, if relevant, between sectors or disciplines.

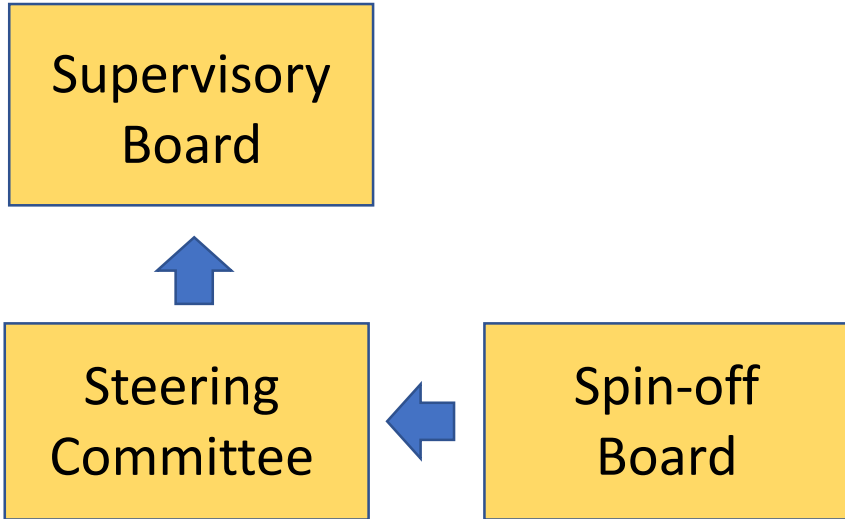


Network organisation – Overview

Members structure



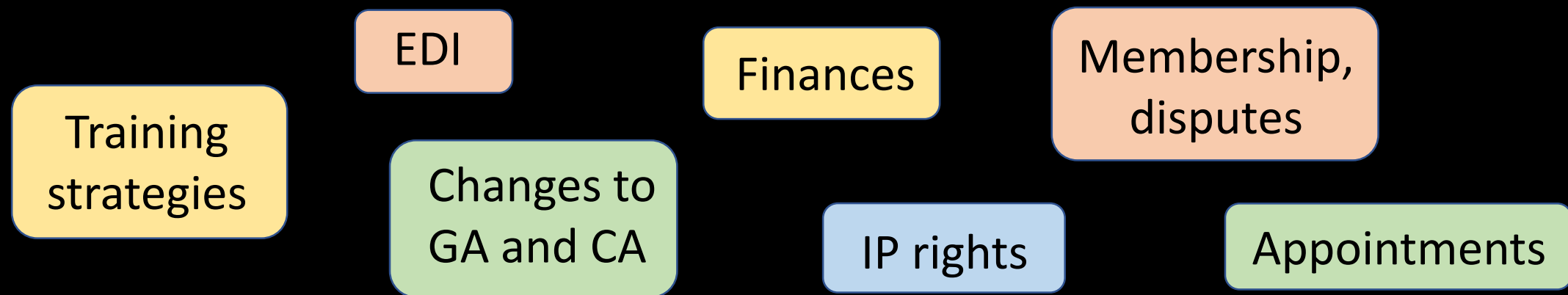
Managerial structure



Network Coordinator
Administration Team

Supervisory Board

- Ultimate decision-making body of the consortium
- Network Coordinator and ONE delegate with the right to vote from each beneficiary and associate partner
- Meets at least one a year



Steering Committee

- Responsible for the execution and implementation of decisions of SB
- Network Coordinator and parties appointed by the SB
- Meets normally every six months

Monitoring
progress

Resolving
conflicts

Suggestions
to SB

Training Coordinators
Fellow Representative
Ombudsman

Election of Steering Committee



Network Coordinator



- Spokesperson of EuPRAXIA-DN
- Intermediary between the Consortium and the Commission
- Represents the network to the outside
- Chairs the SB and SC and prepares its meetings
- Supervises the overall management of EuPRAXIA-DN

Project Administration

The network will be supported by:

- Project manager (part-time) at INFN
- Training/event manager (part-time) at CI
- Communication expert (part-time) at CI

Organization of meetings, network-wide communications, etc.



Istituto Nazionale di Fisica Nucleare

INFN will be in charge of accounting, contracts, reports, and providing tools for monitoring.

It is also responsible for the financial management, monitor training and oversee dissemination and outreach activities to ensure delivery in line with the GA.

Spin-Off Board

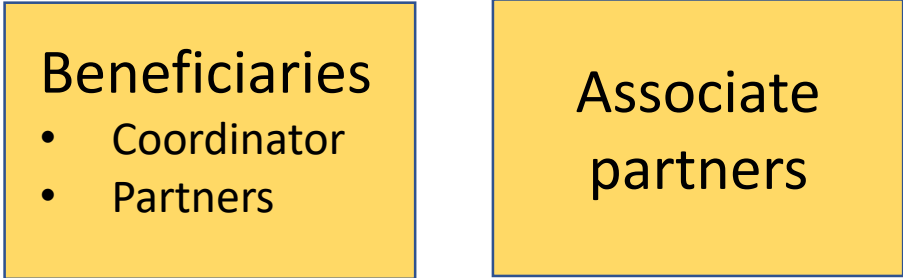
- Appointed and managed by the Steering Committee
- Defined among collaborating partners with appropriate NDAs
- Led by ULIV's Business Development Manager

Judge potential
impact of new IP

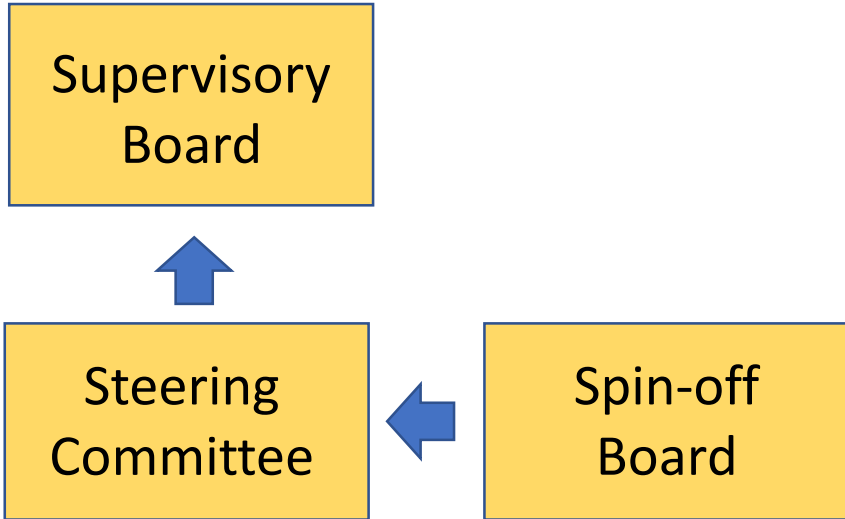
Patent applications

Network organisation – Overview

Members structure



Managerial structure



Network Coordinator
Administration Team

Beneficiaries

- Sign the GA and have full rights and obligations under it
- Contribute to objectives and receive funding from the EC (via the Coord)

COORDINATOR



Legal entity acting as the intermediary between the parties and the EC

- Signs the GA on behalf of the consortium
- Acts as first point of contact with the EC
- Receives EC funding and distributes it to the other partners
- Ensures delivery of the project
- Prepares meetings, reports for the EC, etc.

PARTNER (BENEFICIARY)

- Accedes to the GA through the Accession Forms
- Is responsible for its share of the project budget and activities (work packages)
- Submits technical and financial reports for its project activities to the coordinator

Associated partners

- Do not sign the GA, although some obligations still apply to them
- Either implement action tasks directly (perform key activities on the project), or provide goods, services and resources that enable the beneficiary to implement these tasks (Annex 1 of GA)
- They may not charge contributions to the action
- Provisions regarding proper implementation (conflict of interests, confidentiality and security, ethics, visibility, information and record-keeping), also apply to associated partners

Summary of partner's obligations

- Communication — Dissemination — Promoting the action
- Visibility — European flag and funding statement
- Quality of information — Disclaimer
- Information requests
- Participant Register data updates
- Information about events and circumstances which impact the action
- Keeping records and supporting documents
- ESR Recruitment notifications
- Progress monitoring and evaluation of individual projects
- Reporting

Check the GA!

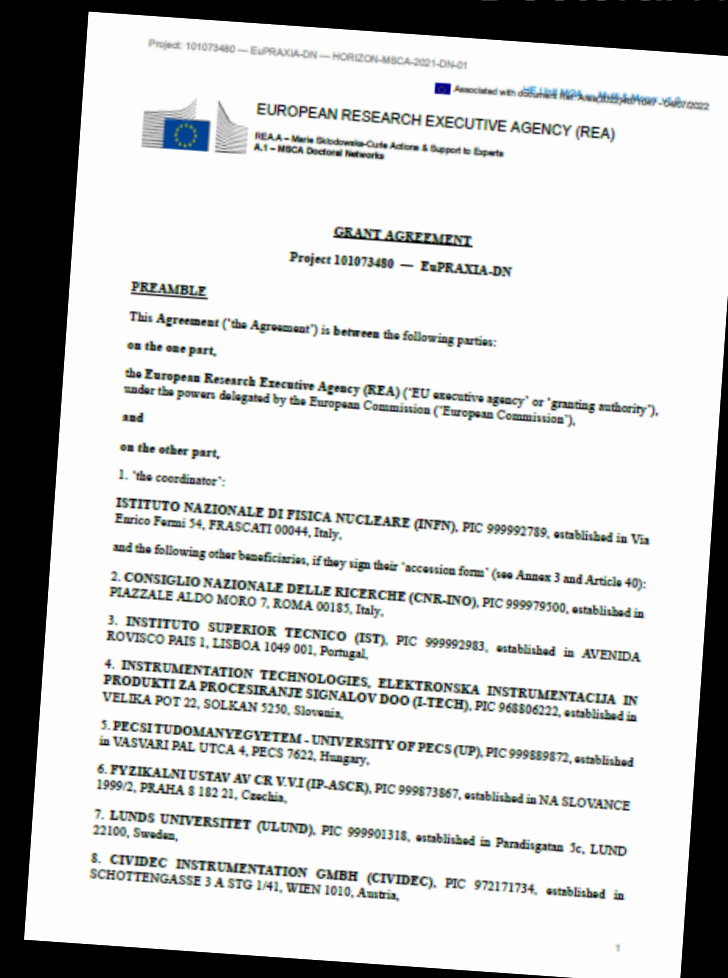
Internal communication



- Contact list made available to all scientists involved and Fellows once recruited
- ULIV's SharePoint will be used to share information and archiving material
- WP leaders will organize quarterly Zoom meetings with scientists in charge and Fellows of their WP and monitor progress closely
- Project web page (for information and repository of material)

Grant Agreement

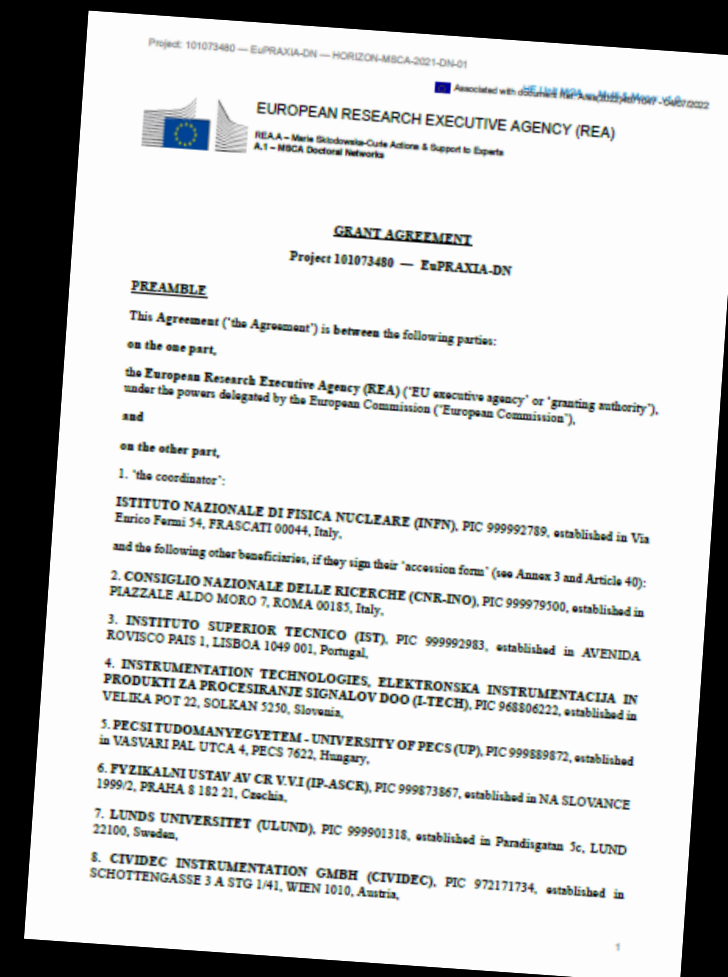
- Responsibilities of Parties
- Liability towards each other
- Governance structure
- Financial provisions
- Ownership of Results
- Access Rights
- Non-disclosure of information



Grant Agreement – Annexes

1. Description of the action
2. Estimated budget
3. Accession forms
4. Model for the financial statements
5. Specific rules

Everyone should
read this carefully



Consortium Agreement

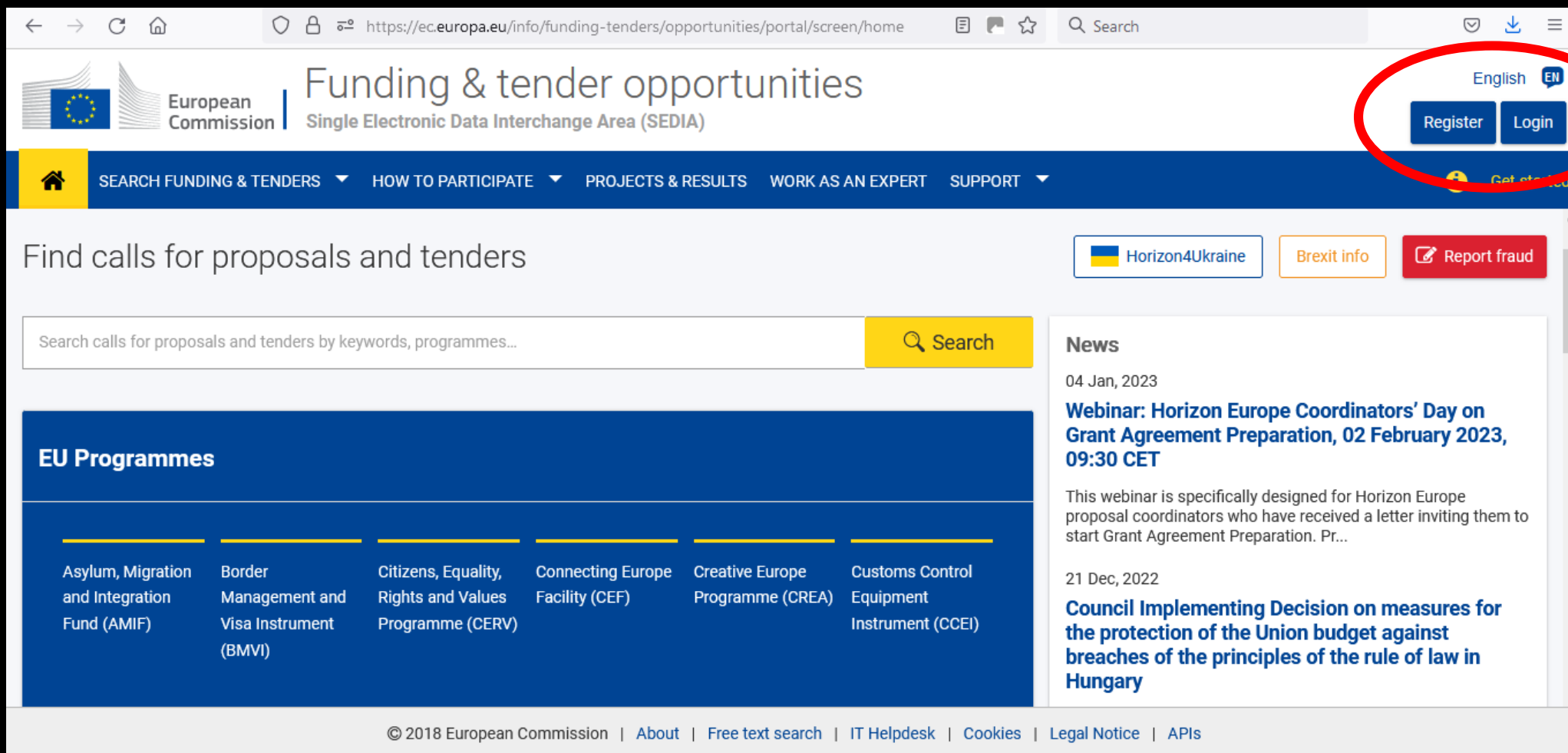
- Internal arrangements regarding operation and co-ordination
- Independent of EC
- Must not contain any provision contrary to GA
- Describes the management and organizational structure of the network, the roles and responsibilities of each partner, dispute resolution, IP issues, accession rights, etc.
- Based on the DESCA model



EU Funding & Tenders Portal

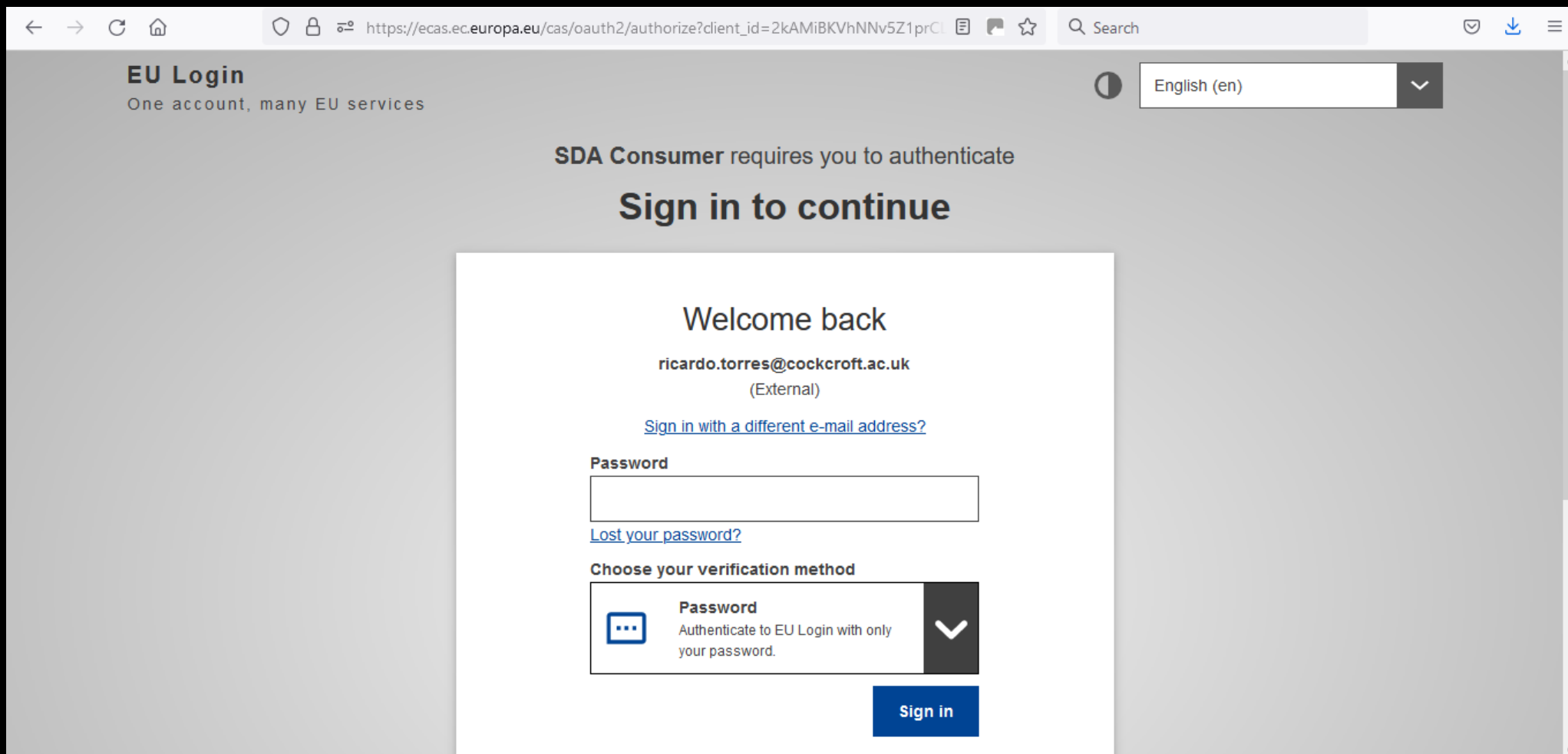
- EU grants are managed through the EU Funding & Tenders Portal
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/>
- All communications must be made electronically through the Portal, using the forms and templates provided there
- Communications must be made by persons authorised according to the Portal Terms and Conditions
- For naming the authorised persons, each beneficiary must have designated a 'legal entity appointed representative (LEAR)'.

EU Funding & Tenders Portal



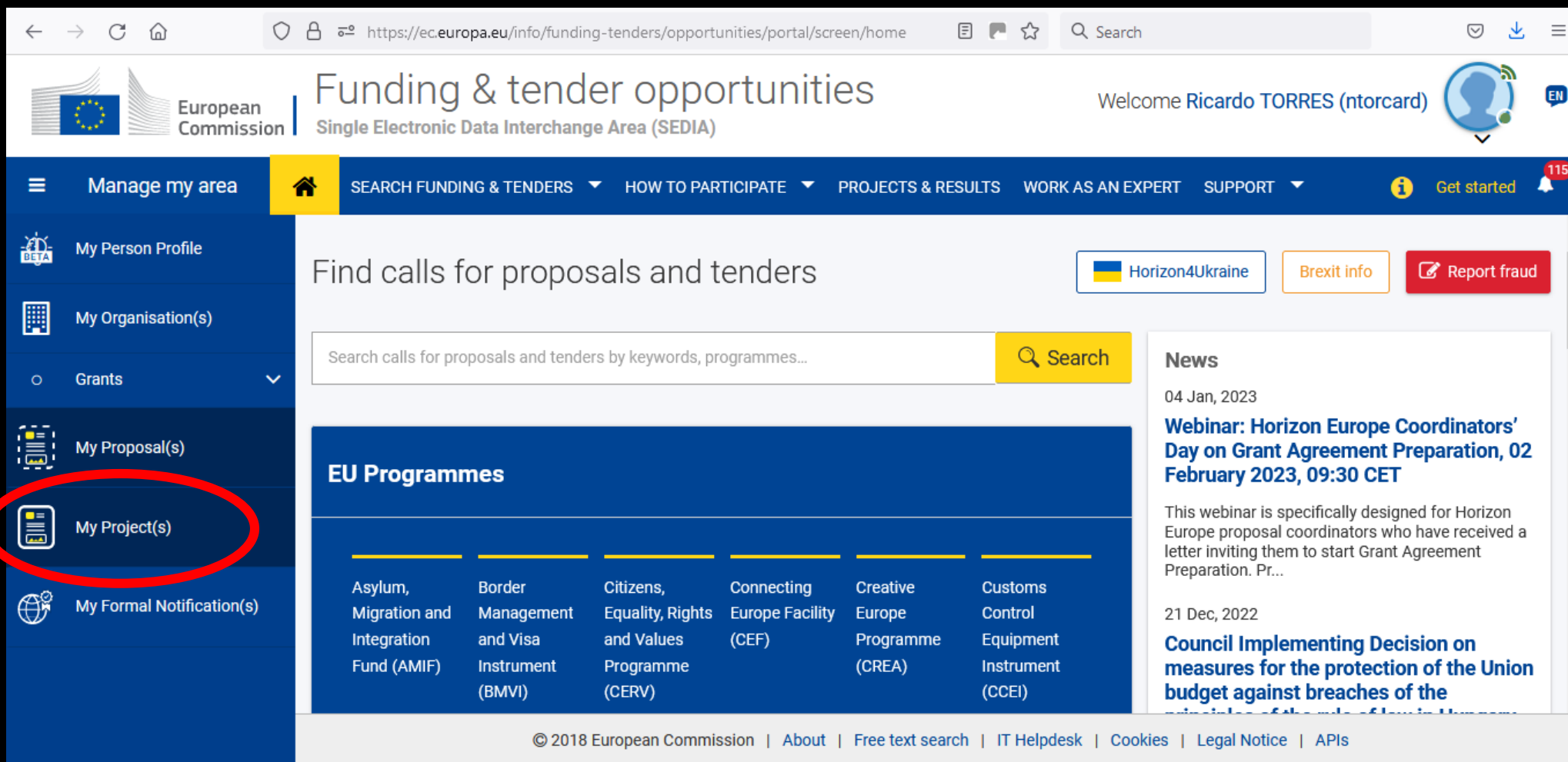
The screenshot shows the homepage of the EU Funding & Tenders Portal. The browser address bar displays the URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>. The page header includes the European Commission logo and the text "Funding & tender opportunities" and "Single Electronic Data Interchange Area (SEDIA)". In the top right corner, there is a language selector set to "English" and two buttons, "Register" and "Login", which are circled in red. Below the header is a navigation menu with options: "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". The main content area features a search bar with the placeholder text "Search calls for proposals and tenders by keywords, programmes..." and a yellow "Search" button. To the right of the search bar are three buttons: "Horizon4Ukraine", "Brexit info", and "Report fraud". Below the search bar is a section titled "EU Programmes" with a grid of program categories: Asylum, Migration and Integration Fund (AMIF); Border Management and Visa Instrument (BMVI); Citizens, Equality, Rights and Values Programme (CERV); Connecting Europe Facility (CEF); Creative Europe Programme (CREA); and Customs Control Equipment Instrument (CCEI). On the right side, there is a "News" section with two items: a webinar on "Horizon Europe Coordinators' Day on Grant Agreement Preparation, 02 February 2023, 09:30 CET" dated 04 Jan, 2023, and a "Council Implementing Decision on measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary" dated 21 Dec, 2022. The footer contains copyright information: "© 2018 European Commission" and links for "About", "Free text search", "IT Helpdesk", "Cookies", "Legal Notice", and "APIs".

EU Funding & Tenders Portal



The screenshot shows a web browser window with the URL https://ecas.ec.europa.eu/cas/oauth2/authorize?client_id=2kAMiBKVhNNv5Z1prCl. The page header includes "EU Login" and "One account, many EU services". A language dropdown menu is set to "English (en)". The main content area displays a message: "SDA Consumer requires you to authenticate" followed by "Sign in to continue". A white modal box is centered on the screen with the following text: "Welcome back", "ricardo.torres@cockcroft.ac.uk (External)", and a link "Sign in with a different e-mail address?". Below this is a "Password" field and a "Lost your password?" link. A section titled "Choose your verification method" contains a single option: "Password" with a checkmark icon and the text "Authenticate to EU Login with only your password." A blue "Sign in" button is located at the bottom right of the modal.

EU Funding & Tenders Portal



The screenshot shows the homepage of the EU Funding & Tenders Portal. The browser address bar displays the URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>. The page header includes the European Commission logo and the text "Funding & tender opportunities" and "Single Electronic Data Interchange Area (SEDIA)". A user is logged in as Ricardo TORRES (ntorcard). The main navigation bar contains links for "Manage my area", "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". A sidebar on the left lists user-specific options: "My Person Profile", "My Organisation(s)", "Grants", "My Proposal(s)", "My Project(s)", and "My Formal Notification(s)". The "My Project(s)" option is circled in red. The main content area features a search bar for "Find calls for proposals and tenders" and a "Search" button. Below the search bar is a section titled "EU Programmes" with a grid of program categories: Asylum, Migration and Integration Fund (AMIF); Border Management and Visa Instrument (BMVI); Citizens, Equality, Rights and Values Programme (CERV); Connecting Europe Facility (CEF); Creative Europe Programme (CREA); and Customs Control Equipment Instrument (CCEI). A "News" section on the right highlights a webinar on "Horizon Europe Coordinators' Day on Grant Agreement Preparation, 02 February 2023, 09:30 CET".

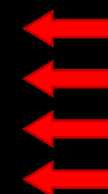
Reports – how to

- 1) Templates provided
- 2) Project Manager issues reminder (Target for first draft: ONE MONTH before submission deadline)
- 3) WP leader writes and/or checks draft report
- 4) Project Manager (INFN) checks draft report
- 5) Coordinator finalizes report

INFN/ULIV will help with all aspects of reporting. Get in touch early!

Deliverables

No	Deliverable Name	Lead Beneficiary	Type	Diss Level	Due Date
D6.1	Project web site	ULIV	DEC	PU	31/01/2023
D1.1	Supervisory Board of the network	INFN	OTHER	SEN	28/02/2023
D6.2	Project leaflet	ULIV	DEC	PU	31/03/2023
D6.3	EuPRAXIA-DN outreach video	ULIV	DEC	PU	31/12/2023
D1.2	Progress report	INFN	R	SEN	31/01/2024
D1.3	Data Management Plan	INFN	DMP	SEN	31/01/2024
D1.4	Career Development Plans	INFN	R	SEN	31/01/2024
D1.5	Plan for the dissemination and exploitation of results, including communication activities	INFN	R	SEN	31/01/2024
D6.4	Project initial brochure	ULIV	DEC	PU	31/03/2024
D2.1	Ultrashort pulse train generation	CNR-INO	R	PU	30/06/2024
D2.6	Laser beam diagnostics	IP-ASCR	R	PU	30/06/2024
D3.3	Minimization of jitter	INFN	R	PU	30/06/2024
D4.3	Electron beam transport	IP-ASCR	R	PU	30/06/2024
D4.8	Multicycle THz generation	UP	R	PU	30/06/2024
D2.2	Low power measurements	CNR-INO	R	PU	31/12/2024



Deliverables

No	Deliverable Name	Lead Beneficiary	Type	Diss Level	Due Date
D2.9	Injector parameter space	ULUND	R	PU	31/12/2024
D3.6	X-band Single-Channel LLRF prototype	I-TECH	R	PU	31/12/2024
D4.9	Intense multicycle THz generation	UP	DEM	PU	31/12/2024
D6.9	Journal articles	ULIV	R	PU	31/12/2024
D4.4	Laser-plasma-driven electron beam	IP-ASCR	DEM	PU	31/03/2025
D4.6	Superradiant single-cycle light pulses	IST	R	PU	31/03/2025
D2.4	Plasma density measurements from discharge capillary	INFN	DEM	PU	30/06/2025
D2.7	Prototype diagnostics	IP-ASCR	DEM	PU	30/06/2025
D3.4	Fast intra-pulse feedback system	INFN	DEM	PU	30/06/2025
D3.7	X-band LLRF system prototype - experiment	I-TECH	R	PU	30/06/2025
D3.9	Realtime read-out	CIVIDEC	R	PU	30/06/2025
D4.1	Proton beam treatment beamline	ULIV	DEM	PU	30/06/2025
D3.1	Bunch length monitor	ULIV	DEM	PU	30/09/2025
D6.5	Fellow outreach activities	ULIV	R	PU	31/12/2025
D2.8	Final laser beam focus	IP-ASCR	DEM	PU	30/04/2026

Deliverables

No	Deliverable Name	Lead Beneficiary	Type	Diss Level	Due Date
D4.7	Total angular momentum of superradiant nonlinear Thomson scattering	IST	DEM	PU	31/05/2026
D6.6	Project final brochure	ULIV	DEC	PU	31/05/2026
D2.3	High power measurements	CNR-INO	R	PU	30/06/2026
D2.5	Wall material aging studies	INFN	DEM	PU	30/06/2026
D3.5	fs Synchronization	INFN	DEM	PU	30/06/2026
D3.8	X-band LLRF system prototype - accelerator	I-TECH	DEM	PU	30/06/2026
D3.10	Detector integration	CIVIDEC	R	PU	30/06/2026
D4.2	Gas jet monitor	ULIV	DEM	PU	30/06/2026
D4.10	THz-based electron acceleration	UP	DEM	PU	30/06/2026
D6.7	EuPRAXIA-DN Symposium	ULIV	DEC	PU	30/06/2026
D4.5	Laser-driven Free Electron Laser	IP-ASCR	DEM	PU	31/07/2026
D2.10	Optimum acceleration	ULUND	R	PU	30/09/2026
D3.2	Virtual diagnostics	ULIV	DEM	PU	30/09/2026
D5.1	Commercialization and market potential	ULIV	R	SEN	30/09/2026
D6.8	EuPRAXIA-DN final conference	INFN	DEC	PU	30/09/2026
D1.6	Plan for the dissemination and exploitation of results, including communication activities – final	INFN	R	SEN	31/12/2026
D5.2	Conference proceedings	ULIV	R	PU	31/12/2026

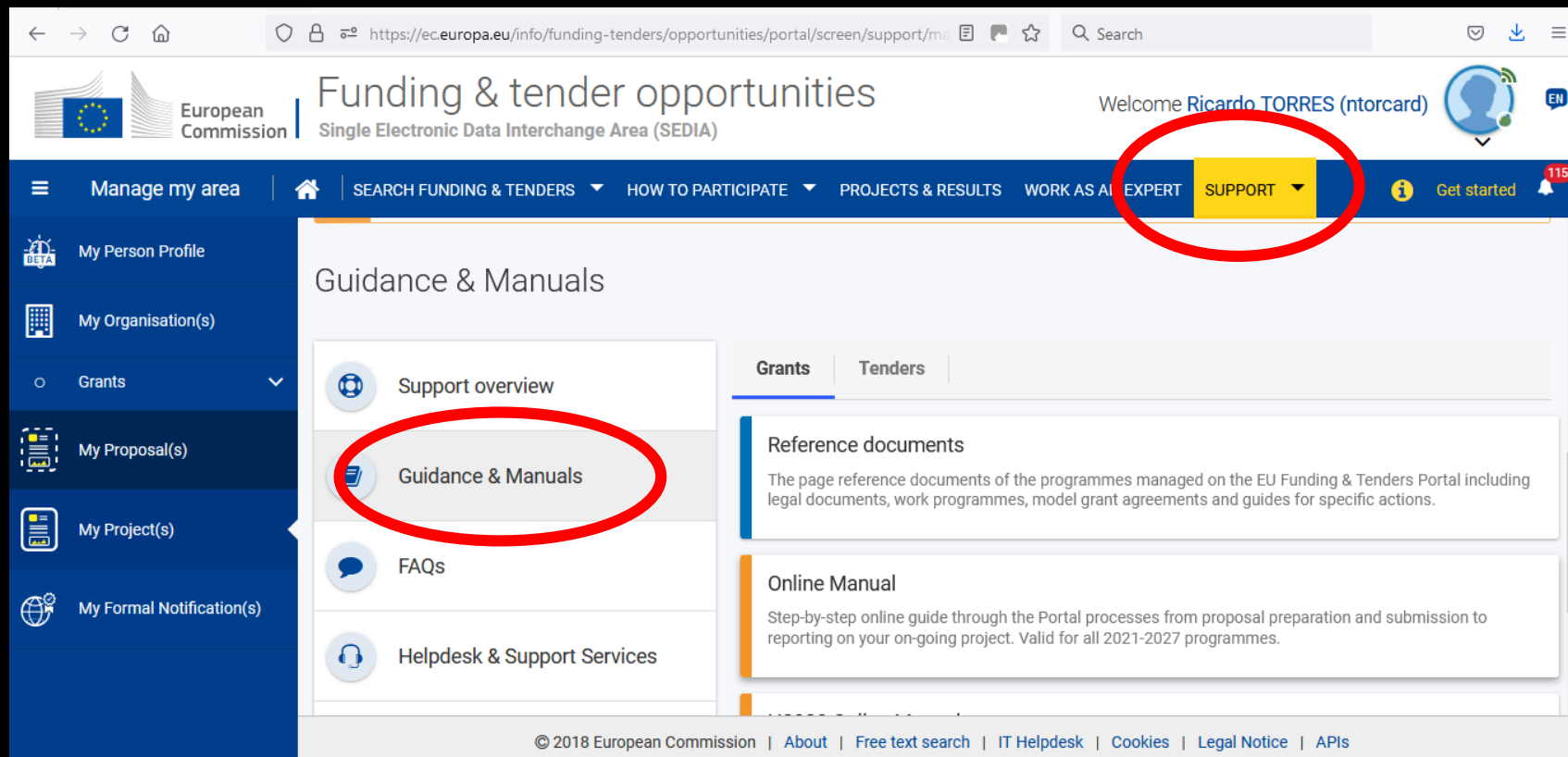
Milestones

No	Milestone Name	Lead Beneficiary	Due Date
12	Consortium Agreement	INFN	28/02/2023
13	Recruitment completed	INFN	31/12/2023
14	Enrolment into PhD programme	INFN	31/12/2023
15	Project mid-term check	INFN	31/03/2024
1	Ultrashort pulse train generation	CNR-INO	30/06/2024
4	Plasma source characterisation	INFN	30/09/2024
11	THz source desing	UP	31/12/2024
5	fs monitor integration	INFN	31/03/2025
8	Undulator sections	IP-ASCR	31/03/2025
2	Demonstration of high efficiency pulse train generation	CNR-INO	30/06/2025
6	Xband LLRF concept	I-TECH	30/06/2025
9	Active lensing system	IP-ASCR	30/09/2025
7	Shot-by-shot monitor	INFN	31/12/2025
3	Experimental demosntration of pulse train generation at 100 TW	CNR-INO	28/02/2026
10	Characterization of superradiatn light pulses	IST	31/05/2026



Help

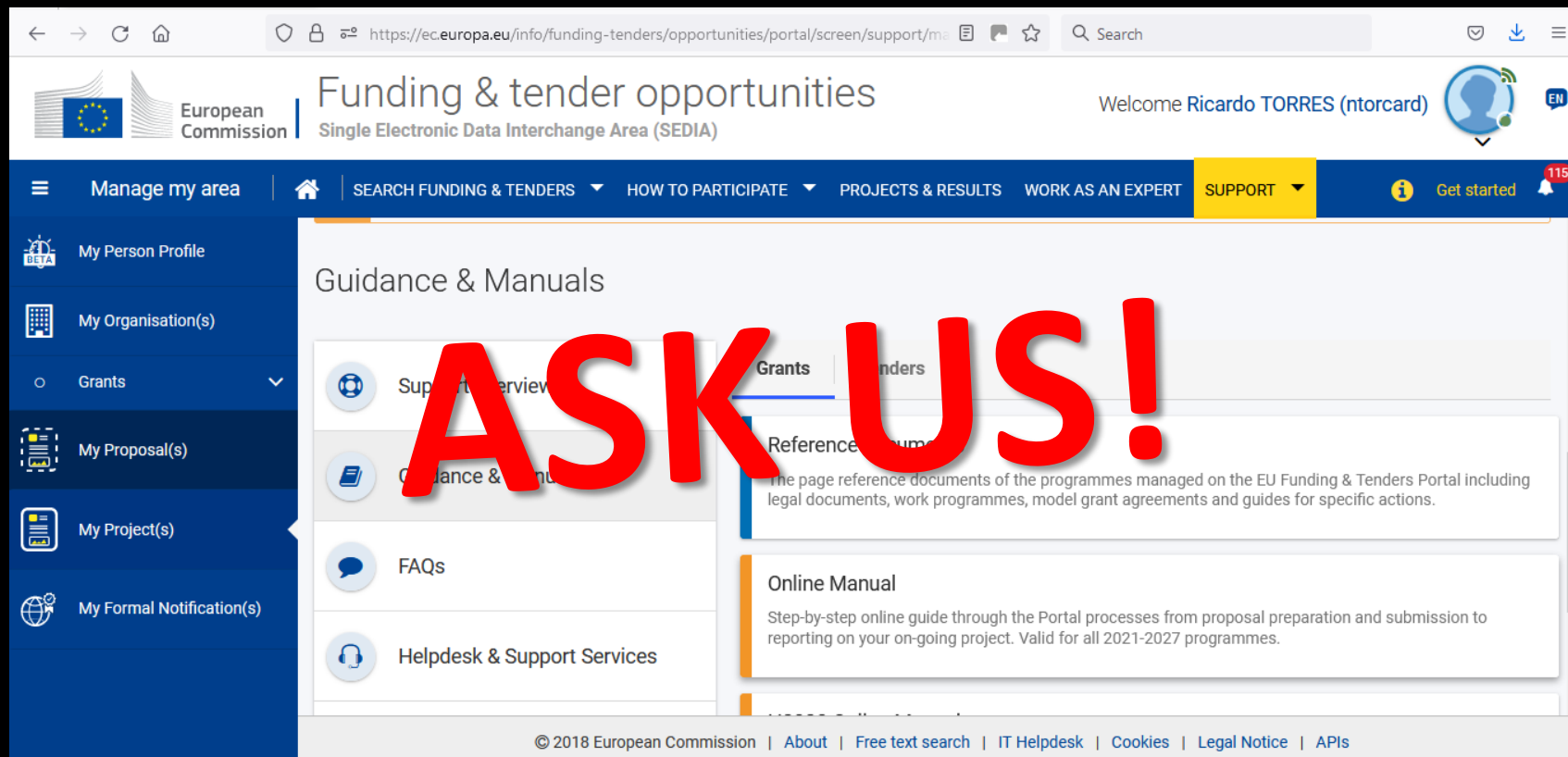
Online Manual on the Funding & Tenders Portal



The screenshot shows the European Commission's Funding & tender opportunities portal. The page title is "Funding & tender opportunities" and it is identified as the "Single Electronic Data Interchange Area (SEDIA)". The user is logged in as Ricardo TORRES (ntorcard). The navigation menu includes "Manage my area", "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". The "SUPPORT" menu item is circled in red. The main content area is titled "Guidance & Manuals" and contains a list of links: "Support overview", "Guidance & Manuals" (circled in red), "FAQs", and "Helpdesk & Support Services". The "Guidance & Manuals" section is further divided into "Grants" and "Tenders" tabs. Under the "Tenders" tab, there are two sub-sections: "Reference documents" and "Online Manual". The "Online Manual" section is highlighted with an orange bar and contains the text: "Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programmes." The footer of the page includes copyright information for the European Commission and links to "About", "Free text search", "IT Helpdesk", "Cookies", "Legal Notice", and "APIs".

Help

Online Manual on the Funding & Tenders Portal



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EuPRAXIA
Doctoral Network