

Informal Guidelines for the Mid-Term Review



Mid-Term Review: A contractual obligation ... and a fruitful dialogue



- Representatives of each beneficiary and Associated Partners as well as all funded fellows **must** attend the meeting
- Mid-Term review report to be submitted at least 1 month in advance
- At least 2 weeks before the Mid-Term Review Meeting, all recruited researchers **must** complete and submit the online Mid-Term Assessment questionnaire
- Training activities / networking aspects important

Progress report for mid-term of the project

Mid-term review report

- Mid-Term report should demonstrate the achievements in relation to the objectives defined in Annex I
- Overall progress of the project / deliverables / recruitment / international conferences / events
- Scientific publications, papers, patents, media coverage, etc., to be attached as separate annexes

Questionnaires

- A mid-term assessment questionnaire
- ESRs  Short presentation (15 min + 5 min)  your experiences (background, research and training at the host institution and network wide, networking aspects, future plans) in the project

Suggestion for Agenda

1. Introduction (10 minutes) by P.O. and Coordinator
2. Round table: brief presentations by representatives of each partner
3. Coordinator's Report (45 minutes): scientific, training, networking and management aspects
4. Fellows' Individual Reports (20 minutes per fellow): present yourself, your background, your work, your training experience in the network. Include your expectations on the possible impact of ARDENT on your future career
5. Meeting between the Fellows and the Research Executive Agency Representative (30-60 minutes)
6. Open Discussion

Issues to be considered

1. SCIENTIFIC

- Is research being focused on the objectives set in Annex I?
- Are all teams contributing to the project as foreseen and is there cooperation between the teams?

2. RESEARCH TRAINING PROGRAMME

- In line with Annex I, all ESRs integrated in the project, networking, secondments, training, complementary training (e.g. language), associate partners involved in training and secondments, industry exposure?

Issues to be considered

3. MC FELLOWS

- All ESR recruited? Difficulties in recruitment? All ESR aware of their role, allowances, networking and secondment opportunities?

4. MANAGEMENT

- Is organisation of network and distribution of tasks between teams adapted to the project? Has the Coordinator the necessary scientific and organisational competences? Is use made of modern communication means (web page, internet, etc)? Are rules (e.g. eligibility criteria, allowable costs) clear to everybody?