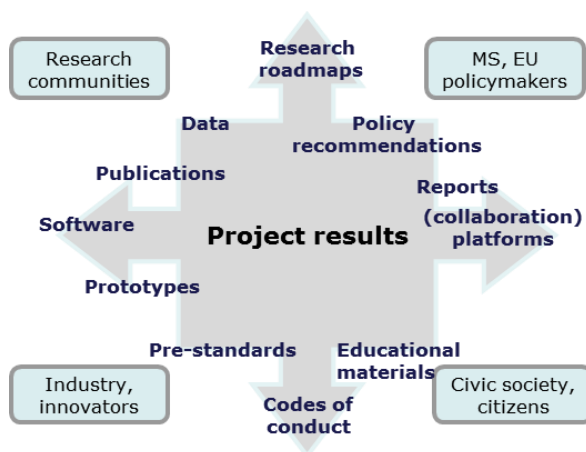


IMI1 project guidelines for the dissemination of foreground

This guide is aimed at providing the necessary guidance for IMI1 projects to prepare and report on dissemination activities. Together with the “Communication guide for IMI projects”, it also sets out ways in which the IMI Programme Office can help to promote projects’ achievements, activities, events, etc. (and vice-versa).

Note: IMI2 projects should contact the IMI Programme Office for information on dissemination guidelines for their activities.

WHAT? Foreground is any tangible or intangible output of the project, such as data, knowledge and information whatever their form or nature, whether or not they can be protected. Key foreground are the outputs generated during the project which can create an impact during and after the funded activity is finished, either by the project partners or by other stakeholders.



Source: European Commission. H2020 Common Support Centre/J5

WHY? Timely and effective dissemination of results is an essential part of your research project. This ensures that the gained knowledge or exploitable foreground can benefit the society at large, and that any duplication of research and development activities is avoided. It also contributes to strengthen and promote the profile of your organisation.

WHEN? Your dissemination activities should be thoroughly planned from the start of the project and represent a continuous activity throughout the lifetime of the project (and after its end); they should be effective at a European level.

TO WHOM? To have an impact, your project results need to be effectively disseminated in a targeted manner to the stakeholders who can make best use of the outcomes of the project (by using the knowledge, the information, by further exploitation, use for commercial purposes, use for policy making, etc.). Thus, you need to identify potential users or beneficiaries of the expected results.

HOW? The dissemination activities should go beyond the standard practice of publishing research results in scientific journals through additional sharing and use of the knowledge generated at an early stage in the research process and across complementary research fields.

You are strongly encouraged to make your scientific work and results openly available, as early as possible and in an easily accessible (use of digital identifiers), understandable and re-usable form.

Dissemination & communication activities

IMI1 project partners have a contractual obligation to communicate on the project (Art. II.11 of the Annex II – General Conditions of the Grant Agreement) and disseminate the foreground (Art. II.34 of the Annex II – General Conditions of the Grant Agreement). As the table below shows, both activities are closely connected but should not be confused.

Examples of communication and dissemination activities:

Communication	Dissemination
About the project and foreground	Of foreground only
Multiple audiences (beyond the project's own community)	Audience that may use the foreground in their own work e.g. peers, industry and other commercial actors, professional organisations, policymakers
Inform and reach out to society, show the benefits of research	Enable use and uptake of foreground by describing and making it available



Source: European Commission. H2020 Common Support Centre/J5

Make sure you:

- regularly update the project's website; it should contain complete information about the project, relevant events, public deliverables, etc. All publishable material and reports should be put online as they are produced. On the website you should also link to the website of IMI,
- inform your scientific officer and IMI communication team of any success stories from your project and the IMI office will disseminate them further;
- specify that the project has received support from the European Union (IMI JU) and EFPIA companies and display the IMI JU and EFPIA logos and the European Union emblem on any dissemination material. Remember that the statement will have to be translated into the language of the dissemination activity. The formal acknowledgement of IMI's support should read:

The research leading to these results has received support from the Innovative Medicines Initiative Joint Undertaking under grant agreement n° [xxxxxx], resources of which are composed of financial contribution from the European Union's Seventh Framework Programme (FP7/2007-2013) and EFPIA companies' in kind contribution.

Reporting on Dissemination

You will be requested to include a publishable summary in your periodic reports describing the main results achieved so far. However, your main tool for Dissemination will be the project's final report, which should include:

- a) a final publishable summary report, which should constitute a source of easily accessible information on the project's results, conclusions and socioeconomic impact of the project;
- b) a report covering the plan for research use by participants and dissemination of foreground (PUDF) as well as the wider societal implications of the project, including where appropriate gender equality actions, ethical issues, efforts to involve other actors and spread awareness. You can find guidance on how to prepare your plan by consulting the European Intellectual Property Right Helpdesk [Fact-Sheet-PUDF](#).
- c) A report covering the wider socio-economic implications of the project, in the form of a questionnaire, including gender equality actions, ethical issues, efforts to involve other actors.

For further support on your reporting requirements, including templates, please refer to:

[IMI1 Reporting Guidance](#)

Make sure you:

- convey quality deliverables and well prepared periodic/final project reports in a timely manner;
- include in your periodic/final reporting information related to all project outputs clearly mentioning which of the deliverables are to be made public;
- draft publishable summaries easily understandable by potential partners, researchers, policy makers, commercial partners and others potentially interested in your foreground; and publish them in the project website;
- acknowledge IMI/EC/EFPIA funding in scientific publications and research data sets; following own Data Management Plan in curating, managing and sharing research data.
- list only activities directly linked to the project, and the type of audience reached.

Scientific publications

All publications must include the statement that the foreground was generated with the assistance of financial support from the IMI JU (Art. II.26 of the Annex II – General Conditions of the Grant Agreement).

You should report 'Both the joint publications coming from public and private project participants as well as from private/public project participants with public/private organisations outside the consortium (as long as they are related to the funded project)' in the following cases:

- Joint publication coming from public and private project participants (for instance, two participants, one from public sector and another from private sector are authors of the publication)
- Publication in which one or more participants from the public sector are authors, and the publication contains also author(s) from private sector who are not beneficiaries of the project
- Publication in which one or more participants from the private sector are authors, and the publication contains also author(s) from public sector who are not beneficiaries of the project

IPR resulting from the project

All patent applications relating to foreground, must include the statement that the foreground was generated with the assistance of financial support from the IMI JU in the language of the patent filing (Art. II.26 of the Annex II – General Conditions of the Grant Agreement).

- List your applications for patents, trademarks, registered designs, utility model etc. For each IPR, specify at least 1 unique identifier (e.g. European Patent application reference).
- One IPR can have several IP organisations, identifiers and applicants.
- For multiple applications to different offices covering the same IP (e.g. the same invention), you should only indicate 1 office. If you have filed an application with the European Patent Office (EPO), only this application should be mentioned. If not, only mention the first application. The same principle applies to the publication number of award of protection.

Close out meetings

Once your project final report has been submitted, IMI will convene a close -out meeting.

The close out meeting aims at providing an opportunity for the consortium to present to the IMI office how the project has reached its objectives, to highlight tangible results, to put the achievements of the project into context, and to discuss the potential impact and legacy management.

Part of this objective is to enhance external communications on the project, in particular highlighting the main achievements and impacts of the project. It will also contribute to highlight those assets and results that would deserve to be further exploited and developed in future research (e.g. in a new IMI topic, useful for implementation in training/education and useful for implementation in applied research such as drug development).

In addition, this meeting will provide an opportunity to discuss any lessons learned and best practices that could be shared with the IMI founding members as well as with other IMI projects, when appropriate.

IMI will provide you with a template to guide you through the organisation and running of the meeting.

Output of the close-out meeting

Communication

As a minimum, a one-page summary will be prepared by the IMI communication team to communicate on your project achievements and impacts. This communication will target the IMI governance groups as well as the general public. It will be published on the IMI website and social media.

This one-pager will be prepared based on the final report's executive summary, the presentation at the meeting and the outcome of the discussion. Depending on your project outputs, other communication products would be considered, e.g. slides, stories on specific findings, stories focused on specific partners, interviews, etc.

How can we help you?

In doubt, do not hesitate to reach out to your scientific officer or the IMI communications team at: communications@imi.europa.eu. For a comprehensive picture, these guidelines should be read together with the "Communication guide for IMI projects".

Always inform us of interesting topics, news and events concerning your project. We can help raise your profile!