



# InSPIRES

Ingenious Science Shops to promote Participatory Innovation, Research and Equity in Science

## **D8.1: Data Management Plan**

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**Author(s):** Villanueva Baselga, Sergio (ISGlobal); Gresle, Anne-Sophie (ISGlobal); Pinazo, María-Jesús (ISGlobal)

**Peer-reviewed by:** Rojas-Rueda, David (ISGlobal); Zweekhorst, Marjolein (Vrije Universiteit, Athena Institute)



## Table of contents

1. Introduction.....	3
2. Ethical and Legal Framework.....	4
2.1 Local legislation .....	4
Spain .....	4
France.....	5
Italy .....	5
Netherlands.....	6
Hungary .....	6
Bolivia.....	6
Tunisia.....	6
2.2 Confidentiality and archiving.....	6
3. Data Management and outcome verification strategy.....	7
3.1 WPI.....	9
3.2 WP2.....	9
3.3WP3.....	11
3.4 WP4.....	13
3.5 WP5 .....	14
3.6 WP6.....	16
3.7 WP7 .....	17
4. Authorship policy.....	19
References.....	21
Annex I: Informed Consent Form.....	22





## I. Introduction

InSPIRES project aims at co-creating, jointly piloting, refining and implementing new Science Shops models aligned with the Responsible Research and Innovation paradigm within the European borders and beyond. The creation of these new models will be based on a participatory action research approach that will generate substantial amounts of data.

As a participant of the Pilot on Open Research Data, the InSPIRES project is required to develop a Data Management Plan (DMP) and provide a first version within the first six months of the project. The purpose of the DMP is to provide an analysis of the main elements of the data management policy that will be used by the consortium researchers with regard to all the data sets that will be generated by the project. Apart from this, InSPIRES DMP includes also, on one hand, a verification strategy to guarantee that the InSPIRES outcomes are communicated ethically and with transparency, and, on the other, an authorship policy for the emerging publications.

In this document the first version of InSPIRES DMP is presented. Nevertheless, it should be taken into account that this is living document that shows the current status of reflection within the consortium about the data that the project will be producing. However, during the development of the project internal or external factors may cause changes in data management. Thus the DMP is expected to evolve with the project and will be updated accordingly in the subsequent periodical reports.

This document is divided in three parts: (i) the ethical and legal backgrounds that are applied in each country of the consortium; (ii) the data management and outcome verification strategy for each Work Package (WP) and for each kind of data; and (iii) the authorship policy.





## 2. Ethical and Legal Framework

InSPIRES project will perform research in seven different countries: Spain, France, Italy, The Netherlands, Hungary, and, outside the European Union, Bolivia and Tunis. This broad spectrum of countries leads to a deep reflection on ethical issues concerning the research performed. The consortium is aware of the international legislation, guides and codes that regulate management of data:

- The Nuremberg Code (1947) addressing volunteer consent and proper acting;
- The Revised Declaration of Helsinki in its last version of 2013
- The charter of Fundamental rights of the EU Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to processing of personal data and on the free movement of such data<sup>1</sup>;
- Opinions of the European Group of Advisers on the Ethical Implications of Biotechnology (1991-1997) and the European Group on Ethics in Science and New Technologies (as from 1998)
- The New Brunswick Declaration: A Declaration on Research Ethics, Integrity and Governance resulting from the 1st Ethics Rupture Summit, Fredericton, New Brunswick, Canada (2013)
- The Respect Code focused in socio-economic research.

### 2.1 Local legislation

In order to define a common strategy for data management and archiving, InSPIRES consortium has taken into account the current legislation of every participating country. Each legal context is explained in the lines below:

#### **Spain**

Spanish legal regulation regarding personal data is provided by The Spanish Personal Data Protection Law (15/1999, 13th December) and the Royal Degree that develops the Personal Data Protection Law (1720/2007, 21st December).

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<sup>1</sup> This regulation will be adapted by the General Data Protection Regulation (GDPR) approved by the EU Parliament on 14 April 2016, that will be enforced 25 May 2018.



**France**

The French legislation for data management consists on:

-Directive 95/46/CE of the European Parliament and of the Council of 24th October 1995, on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

-The amended law n°78-17 of 6th of January 1978 regarding IT, files and freedoms.

-The decree 2005-1309 of 20th of October 2005 issued for the application of the law n°78-17 of 6th of January 1978 regarding IT, files and freedoms.

**Italy**

Italy's consolidated data protection code came into force on 1 January 2004. The Code brings together all the various laws, codes and regulations relating to data protection since 1996. In particular, it supersedes the Data Protection Act 1996 (no. 675/1996), which had come into effect in May 1997. International Data Transfers: The data protection Code has incorporated and, to some extent, updated the previous rules on data transfers (data transfers are addressed in Sections 42-45 of the Code). The rules for legitimising transfers to non-EU countries can be found in Section 43 of the Code and include consent, meeting contractual obligations, public interest requirements, safeguarding life/health, investigations by defence counsel, use of publicly available data, processing for statistical/historical purposes. Additional provisions for legitimising transfers are laid out in Section 44 of the Code and include transfers to countries deemed adequate by the European Commission, the adoption of contractual safeguards, and the use of binding corporate rules. Data subjects are entitled to lodge claims in Italy for non-compliance with the said contractual/corporate safeguards. According with the Italian law, the University of Florence has adopted a Regulation for the treatment of sensitive and judicial data as for the Legislative Decree 196/2003, covering also all acts executed for carrying out the institutional goals of the University. The university has also established an Ethical Code that has the purpose, according with the article 2, paragraph 4, of the Law n. 240, of the 30th of December, 2010, to ensure that the conduct of members of the university community comply with the principles governing the activities of the University, and that it is not conditioned in any way by foreign interests to those institutional. In Italy the regulation of issues concerning privacy is devoted to an independent figure, called "Garante" (privacy authority).



**Netherlands**

The Netherlands implemented the EU Data Protection Directive 95/46/EC on 1 September 2001 with the Dutch Personal Data Protection Act ('Wbp'). Enforcement is through the Dutch Data Protection Authority ('Autoriteit Persoonsgegevens').

**Hungary**

The EU Data Protection Directive 95/46/EC is currently implemented in Hungary by Act No. CXII of 2011 on Informational Self Determination and Freedom of Information which came into force on 1 January 2012 ('Act'). Enforcement is through the National Authority for Data Protection and Freedom of Information ('Authority'). Assembly in 2011 concerns all personal data control and data processing activities in Hungary.

**Bolivia**

The Bolivian Personal data protection law is registered in the articles 21.1, 130 and 131 of the Plurinational State of Bolivia Constitution.

**Tunisia**

The Tunisian Personal data protection law (organic law, n°2004-63, July, 27, 2004) and two decree (n°2007-3003 and 3004, November, 27, 2007) about the operating procedures of the national committee for protection of personal data and procedures for the processing of personal data. Tunisia has also decree about medical ethics (n°93-1115, may, 17, 1993 and n°2014-3657 October, 3, 2014). Tunisia has a national ethic committee since 1993.

**2.2 Confidentiality and archiving**

Based upon these national regulation and the European legislation (EU Directive 95/46/EC and the forthcoming GDPR, see note 1), but also in the push towards open data and the guidelines generated by the EU-funded project OPENAire, the EU commission has generated the Open Data Pilot in which InSPIRES project is included. Being part of this pilot implies designing a protocol for assuring that all the data generated by the project are open and sharable but also protected by the different data protection regulations. Following this insight, InSPIRES data management protocol will consist, in general terms, of two phases:

- (i) Confidentiality that will assure ethical and legal treatment of data. In this phase, all researchers must obtain from the subjects of study their informed consent prior performing the research itself, being it an interview, questionnaire, focal group, etc. A model of this informed consent can be checked in Annex I. Once the research is performed, researchers must anonymize the outputs, i.e. in interview transcripts





should never be mentioned any personal data that might led to the identification of the interviewee.

- (ii) archiving that will assure that the data, once confidential, can be obtained by anyone willing to use them for secondary or contrasting research. InSPIRES will archive all the data generated in Zenodo, an open and public repository created by OPENAire and owned by the European Commission. Whenever possible, in addition to Zenodo, consortium members might upload project data in local and public repositories belonging to their institutions.

### 3. Data Management and outcome verification strategy

The DMP is based in the local regulations as well as the supra-national guidelines established by European Commission regarding data protection, but also to facilitate open data. InSPIRES DMP guarantees that the project outcomes are managed ethically and with openness, and communicated with transparency. By transparency InSPIRES consortium understand that all outcomes of the project (at least the main outcomes defined in the DoW) are represented in the main web of the project in lay language so that everyone can read about the progress of the project. This requirement goes beyond the classical requirements of a DMP, but the consortium has decided to include it to reinforce RRI requirements. In this sense, the outcome verification strategy will also help the Coordination Team to trace the work done by all partners.

The DMP is divided in the different WPs and for its different tasks. In this sense, each task and its associated outcomes have a defined data management and outcome verification strategy. For each data, DMP defines whether they were gathered through quantitative (QT) or qualitative (QL) research, or whether secondary data was used, and its protection and archiving strategy. For each outcome, DMP sets their means of verification and the approximate date of publication.



### 3.1 WPI<sup>2</sup>

This WP main role consists on managing InSPIRES will ensure the smooth and timely execution and quality assurance of the InSPIRES Project over the entire funding period, in accordance with the European regulations.

Task	Name of task	Outputs	Data generated	Kind of data	Responsible partners	MGMT strategy <sup>1</sup>
<b>WPI - Scientific coordination and project management</b>						
<b>TI.1</b>	Scientific coordination and project management	D1.1, D1.2, D1.3	None	-	ISGlobal	D1.1, D1.2 and D1.3 – public in webpage (M7)
<b>TI.2</b>	Project quality and risk management	Minutes of meetings Peer-reviews Authorship plan D8.1 - Data management plan	None	-	ISGlobal	Minutes stored in intranet for internal access. D8.1 – public in webpage (M9)
<b>TI.3</b>	Continuous evaluation, and ethical and legal surveillance	D8.2	None	-	ISGlobal	D8.2 – public in webpage (M48)
<b>TI.4</b>	Reporting and finance	Interim and final reports	None		ISGlobal	Managed with confidentiality by the Coordinating Team
<b>TI.5</b>	Contract and legal management	Contracts and legal issues	None	-	ISGlobal	Managed with confidentiality by the Coordinating Team

Abbreviations used in this and the following charts: MGMT = Management; DX.X: deliverable X.X; TX.XdX: task X.X data X; MXX: month XX; QT: quantitative; QL: qualitative

### 3.2 WP2

Led by ESSRG, the main challenges of this WP are (i) to understand the past and history of Science Shops from a transformative social innovation point of view, (ii) to identify their strengths and limitations in nurturing transformative social innovation, and (iii) to assess how science shops can build and capitalize on further public engagement activities, such as Science Cafés, in order to contribute to capacity building in social innovation. Through

<sup>2</sup> WPI in this document gathers WP1 and WP8 of the Participant Portal, in which WPI stands for ethical requirements (D1.1, D1.2 and D1.3) and WP8 for the scientific coordination and project management.

these WP activities, we aim to answer the following questions: What learning ecosystems could best support science shops to prototype and explore new ways of science practices? How science shops can benefit from the best-valued practices to do more and better projects with civil society?

Task	Name of task	Outputs	Data generated	Kind of data	Responsible partners	MGMT strategy
<b>WP2 – Background and baseline research</b>						
<b>T2.1</b>	Baseline research on institutional context: key informant interviews with science shops and systematic literature review	Interviews with science shop personnel (collected in D2.1)	T2.1d1 – Interview summaries	T2.1d1 – QL	ESSRG, ISGlobal, VU, UdL, IC, UNIFI, ITP, CEADES	TD2.1d1 – results summary in webpage ( <b>M9-10</b> ) T2.1d1 – consent signed + anonymised + stored in Zenodo, public after D2.1 approval.
<b>T2.2</b>	Observe the opportunities for future development of science shops: transformative ambitions, impacts, social innovation potentials, and develop a synthesis on the potential Science Shop 2.0 model.	Workshop Literature review D2.1	T2.2d1 – Literature review T2.2d2 - Workshop recordings or/and transcripts	T2.2D1 - SEC T2.2D2 - QL	ESSRG and ISGlobal	D2.1 – public in webpage (1 month after approval) T2.2d1 – protocol and summary available in webpage ( <b>M9-M10</b> ). T2.2d2 - consent signed + anonymised + stored in Zenodo, public after D2.1 approval.
<b>T2.3</b>	Crowdsource database of most relevant Science Shop projects	Database D2.2 D2.3	None	-	ESSRG and UNIFI	Database – available in webpage or link to LK website ( <b>M12-13</b> ). As it is crowdsourced, signed consents of contributors D2.2 and D2.3 – public in webpage (1 month after approval)

### 3.3WP3

This work package, led by VU, will co-develop new methodologies that make existing SS more collaborative and inclusive and that better accomplish the process as described by RRI, Open Science and Impact Evaluation requirements. This WP will also develop new models of SS 2.0.

Task	Name of task	Outputs	Data generated	Kind of data	Responsible partners	MGMT strategy
<b>WP3 - Co-creating the development and piloting of new ss models and methods</b>						
<b>T3.1</b>	To co-develop new inclusive models for Science Shops 2.0 aligning them with RRI, Open Science and Impact Evaluation requirements	<u>Preparation</u> Literature review (part of D2.1) Interviews SS 1.0 (part of D2.2) Training Florence (Nov '17) <u>All countries:</u> Needs assessment (part of D3.1): - Interviews - Focus groups (FG)	<u>Preparation</u> T3.1d1 – Literature (part of WP2) T3.1d2 - Interviews transcripts SS 1.0 (part of WP2) T3.1d3 - Interviews transcripts (needs) T3.1d4 – FG recordings or/and transcripts (needs)	T3.1d1 – QL T3.1d2 – QL T3.1d3 – QL T3.1d4 - QL	VU, UdL, ESSRG, with inputs from the rest of the parnters	Guidelines needs assessment (interviews and FG) and summary available in webpage <b>(M15-16)</b> D3.1-Public in webpage (1 Month after approval) T3.1d2, T3.1d3, T3.1d4, T3.1d5 and T3.1d6 - consent signed + anonymised + stored in Zenodo, public after D3.1 approval
		<u>Develop / co-create in 4 countries:</u> Interviews end-users /partners Focus groups (FG) RMA (part of D6.1) New Model SS 2.0 – incl. Impact evaluation (D6.1), Guidelines for using (D3.1)	<u>Develop / co-create</u> T3.1d5 – Interview transcripts T3.1d6 – FG recordings or/and transcripts T3.1d7 – First RMA data (part of WP6)	T3.1d5 – QL T3.1d6 – QL T3.1d7 – QL/QT	VU, UdL, ESSRG, with inputs from the rest of the parnters	

<b>T3.2</b>	Assess how Public Engagement activities could be aligned to Science Shops	<u>Preparation</u> Literature review (part of D2.1) Interviews + FG (part of D3.1)	<u>Preparation</u> T3.2d1 – Literature (part of WP2) T3.2d2 - Interviews transcripts T3.2d3 – FG recordings or/and transcripts	T3.2d1 – QL T3.2d2 – QL T3.2d3 – QL	UNIFI, VU, and UdL	Guidelines public engagement activities and summary of Delphi panel results <b>(M17-18)</b> D3.1 – Public in webpage (1 Month after approval) T3.2d2 and T3.2d3 – anonymised + consent signed (in questionnaire) + stored in Zenodo, public after D3.1 approval
		<u>Develop / co-create in 4 countries:</u> 2 rounds (1 live in Budapest + 1 online) of Delphi on public engagement linked to SS (Living Knowledge network) (part of D3.1)  Public Engagement activities (organized with RRI stakeholders)	<u>Develop / co-create</u> T3.2d4 – survey for Delphi (2 rounds)	T3.2d4 – QT & QL	UNIFI, VU, and UdL	
<b>T3.3</b>	Testing new models and tools for Science Shops 2.0	<u>Preparation</u> <u>All countries:</u> Training on RMA, implementing SS 2.0 and skills needed by students & supervisor (during Budapest)			All partners	D3.2 and D3.3 – Public in webpage (1 Month after approval) Summary of pilots and trainings performed in webpage <b>(M27-28)</b> T3.3d2 – anonymised + stored in Zenodo, public after D3.2 approval T3.3d3 - consent signed + anonymised + stored in Zenodo, public after D3.2 approval
		<u>All countries:</u> 11 pilots Observations by 8 monitors Interviews made by 8 monitors Monitoring and evaluation framework and plan (Feed WP4)	T3.3d1 – Research results (pilots) T3.3d2 – observations by 8 monitors T3.3d3 – interviews transcripts T3.3d4 – RMA data	T3.3d1 – QL/QT T3.3d2 – QL T3.3d3 – QL T3.3d4 - QL/QT	All partners	

		and WP6) D3.2 and D3.3				
<b>T3.4</b>	Implement evaluation tools to analyse the impact of science shops have on: communities, teaching, research, and development of sustainable solutions.	(Online) interviews – Questionnaire/checklist Feed D4.2	T3.4dI – interviews transcripts / data questionnaire See D4.2	T3.4dI – QL&QT	VU and ISGlobal, with inputs from all partners involved in pilots	-
<b>T3.5</b>	Co-creating the development of training materials for all stakeholders to efficiently conduct science shop projects	<u>Preparation</u> <u>All countries:</u> Training what skills needed by students & supervisor (during Budapest) Interviews	T3.5dI – interviews transcripts	T3.5dI – QL	VU and UdL, with inputs from all partners involved in pilots	Training materials and videos available in website and other platforms ( <b>M27-28</b> ).

### 3.4 WP4

The aim of this WP is to coordinate the implementation of Science Shops structures and projects, and to give strong support through personalized mentoring and twinning program to new Science Shops structures and to promote international cooperation. This WP is coordinated by IrsiCaixa.

Task	Name of task	Outputs	Data generated	Kind of data	Responsible partners	MGMT strategy
<b>WP4 - Implementation, mentoring and scaling up of traditional and new ss 2.0 models</b>						
<b>T4.1</b>	Provide mentoring and twinning program for the creation of new SS structure, and consolidate regional hubs of SS initiatives	Internal mentoring Mentoring on ss 2.0 Coordination of 8 hubs	None	-	UdL and IrsiCaixa, with inputs from all partners	Tips on mentoring ss2.0 in website ( <b>M8-9</b> ). Presentation of the 8 regional hubs in website ( <b>M12-13</b> ).
<b>T4.2</b>	Coordination of the implementation of 78 SS	Feedforward WP3 Coordinate 78 ss2.0	None (each Science Shop generated will	-	IrsiCaixa and ISGlobal with inputs from all	Presentation of ss2.0 projects in webpage ( <b>M20-21</b> )

	projects, aligned with RRI, Open Science and impact Evaluation, in new and existing SS structures.	projects (KPIs indicated in GA) Host an scholar at risk D4.3	be responsible of managing their data. However, InSPIRES will promote that each Science Shops structure follow RRI and Open Science criteria)		partners	Introduction of scholar at risk in webpage ( <b>M6-7</b> ) D4.3 public in webpage (1 Month after approval)
<b>T4.3</b>	To implement four Transdisciplinary and Transnational Science Shop projects to respond “glocally” to societal grand challenges and facilitate the exchange of students internationally.	Define four Transdisciplinary and Transnational RRI and Open Science projects D4.2	None	-	IrsiCaixa and ISGlobal, with inputs from all partners	Description of the TT RRI OS Projects in website ( <b>M32-33</b> ) D4.2 public in webpage (1 Month after approval)
<b>T4.4</b>	To organize an open call to spread out InSPIRES good practices and implement 5 TT SS projects	Define open call evaluation criteria Selection of winners D4.1	None	-	ISGlobal with inputs from all the partners	Publication of open call and evaluation indicators in website ( <b>M22-23</b> ) Publication of winners in website ( <b>M28</b> ) D4.1 public in website public in webpage (1 Month after approval)

### 3.5 WPS

The overall aim of this work package is to facilitate the training of new science shops structures and their steady connection by developing training sessions, information sessions and pedagogical material tailored for the relevant stakeholders: actual or future coordinators and mediators, local communities’ representatives, academic staff/researchers, students and local authorities. The ambition is to strengthen the growth of science shop models up to the standards identified by the European Commission, in particular in terms of RRI, OSc and impact evaluation requirements, and contributing to tackle current grand challenges.

Task	Name of task	Outputs	Data generated	Kind of data	Responsible partners	MGMT strategy
<b>WP5 - Training activities to strengthen the growth of science shops</b>						
<b>T5.1</b>	To create common basic knowledge among all the project partners	Training workshop during Kick-off meeting	None	-	UdL, VU, ESSRG and UNIFI	Brief report on common definitions in website. <b>(M3-4)</b>
<b>T5.2</b>	To organize two “on the field” international schools in Tunisia and Bolivia, to strengthen the participatory research and innovation practices beyond Europe’s borders	School in Tunis School in Bolivia Training materials	None	-	UdL, VU, ESSRG and ISGlobal	Report on schools in website: Tunisia <b>(M22-23)</b> and Bolivia <b>(M24-25)</b> . Training materials available in website and other repositories (RRI-tools, scientix, etc) <b>(M26-27)</b>
<b>T5.3</b>	To launch two International schools to strengthen the participatory research and innovation practices beyond Europe’s borders	European summer school in Budapest International winter school Training materials	None	-	UdL	Report on schools in website: <b>Budapest (M18-19)</b> and final school <b>(M46-47)</b> Calls to schools in website and other related webs <b>(M40)</b> .
<b>T5.4</b>	Co-development of an accessible an interactive eLearning platform to develop and strengthen a “global civil society”	Videos in 4 languages First release in M28 Second release in M39 D5.2	None	-	UdL, VU, ESSRG and UNIFI, with inputs from all partners	Announcement on releases in website <b>(M28 and 29)</b> Hosting of videos in website <b>(M29-30)</b> . MOOC in platforms (Coursera...) <b>(M36)</b> D5.2 public in website (1 month after approval)
<b>T5.5</b>	Joint production of videos and case studies based on the SS2.0, including the transnational ones	Videos in 4 languages Code for voice over (deaf) Language sign addition D5.1	None	-	UdL, with inputs from all partners	Hosting of videos in website <b>(M29-30)</b> . Code for voice over available <b>(M31-32)</b> D5.1 public in website (1 month after approval)

### 3.6 WP6

This WP led by ISGlobal proposes to review, improve and provide an impact evaluation approach to deliver the evidence and increase the effectiveness and impact of SS in the society. This WP aims to improve the impact evaluation approach of previous SS, harmonize and integrated the impact evaluation methodology in SS projects. This new impact evaluation approach will also offer a clear guidance to evaluate SS in different geographical and sectorial contexts, helping to identify and co-create with end-users relevant indicators of process and result to monitoring and evaluate the impacts before and after the implementation of the SS.

Task	Name of task	Outputs	Data generated	Kind of data	Responsible partners	MGMT strategy
<b>WP6 – Impact Evaluation</b>						
<b>T6.1</b>	Review the impact evaluation methodologies used in previous Science Shop models and compare the impact that SS projects have had on communities, teaching, training, research, and innovation in collaboration with WP2	Review of previous impact evaluation methods for SS. D6.2 (with T6.2 and T6.3)	None	-	ESSRG, with input from ISGlobal, VU and UdL	Summary of review in website <b>(M6-7)</b> D6.2 public in website (1 month after approval)
<b>T6.2</b>	Develop, validate and integrate, in collaboration with WP3, a new impact evaluation methodology for RRI and Open Science Shops.	New impact evaluation methodology – D6.1 D6.2 (with T6.1 and T6.3)	None	-	ISGlobal, with input from all the partners	Brief summary of new methods in website <b>(M12-13)</b> . D6.1 and D6.2 public in website (1 month after approval)
<b>T6.3</b>	Compare impact evaluation methodologies and results between new and traditional models of SS's and geographical areas in	D6.2 (with T6.1 and T6.2)	T6.3d1 – questionnaires T6.3d2 – Interviews transcripts T6.3d3 – Focus	T6.3d1 – QT T6.3d2 and d3 - QL	ISGlobal with input from all the partners	D6.2 public in website (1 month after approval) Summary of D6.2 results in website <b>(M27-28)</b> T6.3d1 – anonymised + consent signed (in

	collaboration with WP4		groups transcripts			questionnaire) + stored in Zenodo, public after approval of D6.2 T6.3d2 and d3 - consent signed + anonymised + stored in Zenodo, public after D6.2 approval
<b>T6.4</b>	Assess learning and training process in WP5	Evaluation of training activities	T6.4d1 – questionnaires T6.4d2 – Interviews transcripts T6.4d3 – Focus groups transcripts	T6.4d1 – QT T6.4d2 and d3 - QL	VU, with input from ISGlobal	Summary of results in website <b>(M46-47)</b> . T6.4d1 – anonymised + consent signed (in questionnaire) + stored in Zenodo, public T6.4d2 and d3 - consent signed + anonymised + stored in Zenodo, public
<b>T6.5</b>	Assess the communication activities in collaboration with WP7	Evaluation of communication activities	T6.5d1 – questionnaires T6.5d2 – Interviews transcripts T6.5d3 – Focus groups transcripts	T6.5d1 – QT T6.5d2 and d3 - QL	UNIFI, with input from ISGlobal	Summary of results in website <b>(M40)</b> . T6.5d1 – anonymised + consent signed (in questionnaire) + stored in Zenodo, public T6.5d2 and d3 - anonymised + consent signed (in questionnaire) + stored in Zenodo, public

### 3.7 WP7

This horizontal WP led by ISGlobal will cover the communication, dissemination and exploitation activities for the project, including the development of a plan for internal and external project communication; the development of communication tools; the dissemination of the project results, and very important the development of an exploitation plan in order to ensure long term running of the SS activities. This horizontal WP will be fundamental to



raise awareness of these research practices within the civil society, as well as other RRI stakeholders. InSPIRES will be mainly operating in territories where such practices have not yet been developed.

Task	Name of task	Outputs	Data generated	Kind of data	Responsible partners	MGMT strategy
<b>WP7 – Communications, dissemination and exploitation</b>						
<b>T7.1</b>	Internal and External Communication plan and tools	Communication Plan Website (accessible and with a section of “Submit your question”) D7.1	None	-	ISGlobal, with inputs of all partners	Communication strategy summary in website ( <b>M8</b> ) D7.1 public in website ( <b>M48</b> )
<b>T7.2</b>	Dissemination	Communication actions	None	-	ISGlobal, with inputs of all partners	-
<b>T7.3</b>	Exploitation and Sustainability	IPR strategy D7.1	None	-	ISGlobal, with inputs of all partners	D7.1 public in website ( <b>M48</b> )
<b>T7.4</b>	Intermediate and Final Conferences	Intermediate conference – M15 Final conference – M46	None	-	ISGlobal, with inputs of all partners	Conference calls in website ( <b>M13 and M 44</b> ) Conference reports in website ( <b>M16 and M 47</b> )



## 4. Authorship policy

The following policy of authorship aims at anticipating and mitigating misunderstandings around the publication of dissemination and exploitation materials. It emerges from leading journals recommendations and evidence from systematic review of authorship across research disciplines (Dickersin, 2002; Marušić, 2011).

If possible, InSPIRES publications should be published in Open Access journals to make the results available to as many as possible. With regard to dissemination the consortium should aspire to find “inclusive” solutions in authorship rather than to be “exclusive”.

This policy is divided in three main topics: recognition of InSPIRES, collective authorship and individual authorship:

- **Recognition of InSPIRES:** Every publication emerging from InSPIRES or its satellite Science Shops projects must acknowledge the InSPIRES projects and EC funding according to the dissemination plan rules and must quote the following sentence “This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 74167”. In some journals it is possible to use collective authorship in form of “The InSPIRES Consortium” or “N.N. and the InSPIRES Consortium” where all members of the consortium are included. Whenever possible, this formula might be explored. Note that this kind of authorship might require signatures or an authorship declaration from the entire group and all group members should approve the final version before publication.
- **Collective authorship:** collective authorship might be appropriate for dissemination materials such as posters or presentations describing the overall project. In such cases, the formula “The InSPIRES Consortium” must be used. Collective authorship is appropriate when the intellectual work underpinning a publication has been carried out by a group, and no one person can be identified as having substantially greater responsibility for its contents than others. When one or several members of the project are presenting the project (in a conference, e.g.), the by-line would read “N.N. on behalf of the InSPIRES Consortium”.

- **Individual authorship:** according to the International Committee of Medical Journal Editors suggestions, those identified as authors on a scientific manuscript to be submitted to publication must meet the following three conditions:
  - Substantial contributions to conception and design, OR acquisition of data, OR analysis and interpretation of data.
  - Drafting the article or revising it critically for important intellectual content.
  - Final approval of the version to be published.

Participation solely in the collection of data is insufficient by itself and those persons who have contributed in the article but whose contributors do not justify authorship may be acknowledge and their contribution described.

The **order of authors** in the manuscript will be proposed by the lead publication responsible, and evaluated by a Publication Executive Board (PEB). The lead author will propose, in consultation with the leader of the relevant work package (if that is a different person), an ordered list of authors to be named on the manuscript. In general, the order of authors should be established based on the relevance of each author contribution, according to the journal discipline. In the event of disagreement about authorship, the PEB will adjudicate.

The first author will normally be the person who has made the largest substantial intellectual contribution to the work. The first author will also normally be expected to coordinate the circulation, editing, submission and revision of the manuscript. The first author will circulate the final version of the manuscript **to the PEB at least a week before submitting it for publication** so that the board is aware of the manuscript, its contents and authorship and has the opportunity to comment. Non-response from the members of the PEB may be taken to indicate assent to proceed. If possible, InSPIRES investigators who do not qualify for authorship will be listed separately under a heading such as Contributors or Acknowledgements, as will other members of the InSPIRES team who have made non-authorial contributions to the manuscript.

Ensuring quality is essential to the good name of InSPIRES. Authors are encouraged to share drafts and articles with their InSPIRES colleagues for comment and feedback, or simply as a way of sharing their work. Published articles and abstracts should be sent to the Coordination Team and Dissemination WP leader.

## References

- International Committee of Medical Journal Editors. Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals: Defining the Role of Authors and Contributors (<http://icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>)
- Marušić A, Bošnjak L, Jerončić A A systematic review of research on the meaning, ethics and practices of authorship across scholarly disciplines. PLoS One. 2011;6(9):e23477.
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## Annex I: Informed Consent Form

Inspires state of the art analysis will rely on interviews with people involved in science shops. Summaries of the interviews will be made available in an online database with open access, to be found at LK website.

I, **(first name + surname)**

.....  
 hereby certify that I accept to participate to the Inspires project through one (or several) interview(s) with one (or several) researcher(s) from **partner organization**

1. I **(encircle the answer that applies)**

- a. accept that my name and my position inside (or outside) the organization under study appears in the Inspires deliverables;
- b. prefer to be referred to as 'anonymous';
- c. prefer to have my name referred to as 'anonymous' and my position described as .....

.....**(description of position)**.  
 2. I am aware of the nature and objectives of the InSPIRES project and have been informed of what is expected from me. I was given a copy of this consent form, preceded by a summary of the research objectives.

3. I am aware that the content of the interview(s) is subject to the researcher's analysis and interpretations; and that the data files contain the name and affiliation of the researcher(s) who interviewed me.

4. The interview(s) will be summarized, I accept that some parts will be made public through quotations;

5. I acknowledge that I approve the summaries based on the one (or several) interview(s) before they are made public in the open access database. I was made aware of the content of the summaries;

6. I accept that the data might be further processed for scientific purposes, in line with the **(Name of Country)** law of the **Date** on the protection of privacy regarding the processing of personal data.

7. I accept that the results of the study will be disseminated for scientific purposes, in compliance with the ethical standards of the scientific community.

**Location:** ..... **Date:**

.....

**Signature:**