The plan for the use of dissemination and foreground

Within FP7 projects, each beneficiary shall ensure that the foreground of which it has ownership is disseminated as swiftly as possible. These activities must be reported in the Plan for the Use and Dissemination of Foreground (PUDF) at the annual and final report.

What?

Beneficiaries are requested to list the scientific publications concerning the foreground (Template A1), as well as all the dissemination activities from the beginning until after the end of the period/project (Template A2). It is important to include sufficient details/references to enable the Commission to trace the activity.

The following information are requested:

- **In the list of scientific publications (Template A1)** : type of publication, title, author, title of the periodical or the series, number/date or frequency, publisher, place and year of publication, pages, permanent identifiers and information concerning open access;

*Please note that in the reporting of peer reviewed publications, **a drop down lists allows choosing the type of publication:** Peer reviewed publication, Paper in Proceedings of a Conference/Workshop, Article/Section in an edited book or book series, Thesis/Dissertation, University Publication/Scientific Monograph.*

*The table A1 "Publications" should only be used for reporting on **peer-reviewed** articles. Any other publications can be reported through the "Dissemination activities" table (Table A2)*

TEMPLATE A1 : SCIENTIFIC PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES											
NO.	Publication type[1]*	Title*	Author (s)*	Title of the periodical or the series*	Number, date or frequency*	Publisher*	Place of publication	Date of publication (Syntax : dd/mm/yy yy)*	Relevant pages*	Permanent identifiers[2] (if available)	Is/Will open access[3] provided to this publicatio n?
Ex.	Peer reviewed publication	Economic transforma tion in Hungary and Poland'		European Economy	N°43, March 1990	Office for Official Publications of the European Communities	Luxembourg	13/05/199 0	pp. 151 - 167		Yes/No

*These fields must be filled

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[1] A drop down list allows choosing the type of publication: Peer reviewed publication, Paper in Proceedings of a Conference/Workshop, Article/Section in an edited book or book series, Thesis/Dissertation, University Publication/Scientific Monograph

[2] A permanent identifier should be a persistent link to the published version full text if open access or abstract if article is pay per view or to the final manuscript accepted for publication (link to article in repository).

[3] Open Access is defined as free of charge access for anyone via Internet. Please answer "yes" if the open access to publication is already established and also if the embargo period for open access is not yet over but you intend to establish open access afterwards.

- **In the list of dissemination activities (Template A2):** the type of activity (Publications, web sites, press releases....), the main leader, title, date and place, type and size of audience and countries addressed.

2. Dissemination activities

Please list all other dissemination activities

NO.	Type of activities[4]*	Main leader*	Title*	Date*	Place*	Type of audience[5]*	Size of audience	Countries addressed*
Ex.	Oral presentation to a scientific event	Partner 05	European Conference on Nanotechnologies	26 February 2010	Brussels			European contries

TEMPLATE A2 : LIST OF DISSEMINATION ACTIVITIES

*These fields must be filled

[4] A drop down list allows choosing the dissemination activity: publications (non peer review), Organisation of conference, Organisation of workshop, Web sites/Applications, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, Oral presentation to a wider public, Oral presentation to a scientific event, exhibitions, thesis, interviews, films, TV clips, posters

[5] A drop down list allows choosing the type of public : Scientific Community (higher education, Research), Industry, Civil Society, Policy makers, Medias ('multiple choices' is possible)


The list allowing to choose the type of activities has been slightly modified:
- publications (non peer review),
- Organisation of conference,
- Organisation of workshop,
- Web sites/Applications,
- press releases,
- flyers,
- articles published in the popular press,
- videos,
- media briefings,
- presentations,
- Oral presentation to a wider public,
- Oral presentation to a scientific event,
- Exhibitions
- Thesis
- Interviews
- Films
- TV clips
- Posters

How?

In order to draw up the report, list of publications and dissemination activities should be updated **AT ANY TIME** in Vitamib (section MANGEMENT > FOREGROUND/ DISSEMINATION).
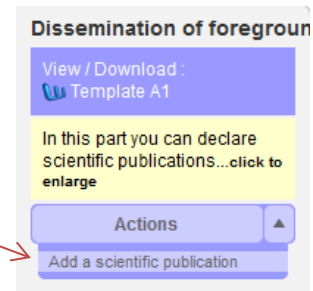
1. Logging into Vitamib and go in "Management" section

2. Go on "Foreground/Dissemination" section
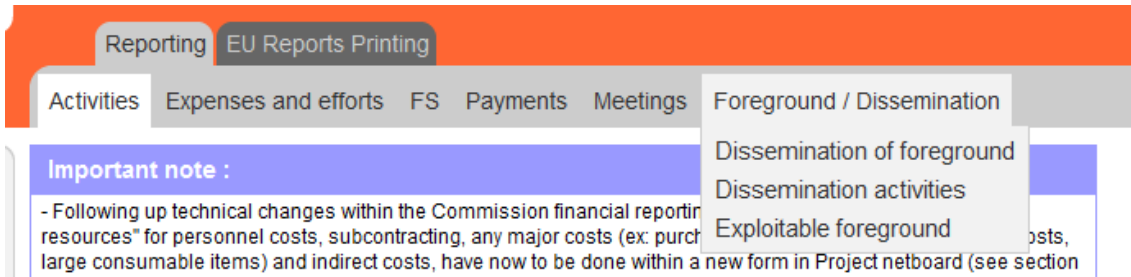
3. To report a scientific publication (Table A1), click on "Dissemination of foreground"

Each scientific publication related to the Project and which content is funded (or co-funded) by the European Commission should be registered in this page.

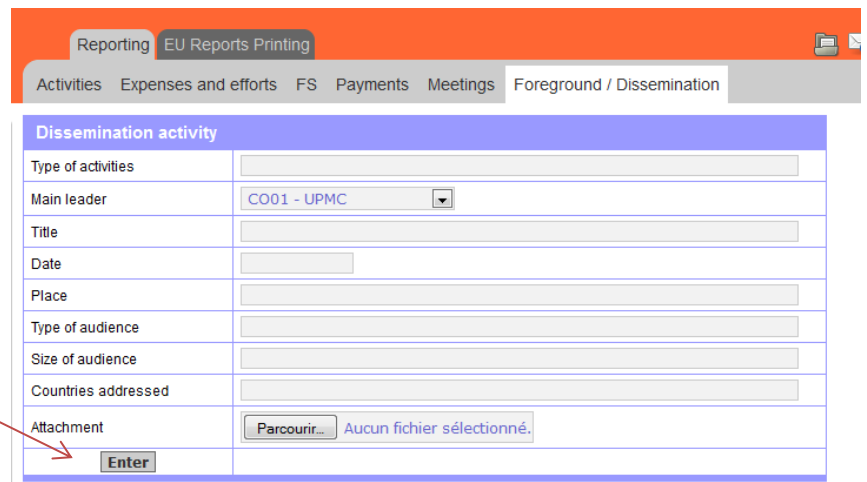3.1. Click on "add a scientific publication"

3.2. Complete this table

3.3. Valid

4. **To report a dissemination activity (Table A2), click on "Dissemination activities"**

4.1. Click on "Add an activity

4.2. Complete this table

4.3. Valid

REMEMBER!

- In all your communication you ought to mention that ACCESS is a project supported within the Ocean of Tomorrow call of the European Union.

- All publications or other dissemination relating to foreground shall include the following statement:

    The research leading to these results has received funding from the European Union under Grant Agreement n°265863 within the Ocean of Tomorrow call of the European Commission Seventh Framework Programme

    - Don't forget to have the EU logo in all publications.

- It is important **to include sufficient details/references to enable the Commission to trace the activity**

- **Provide all available material** you or your press offices have produced for dissemination (like little movies, websites, press releases, articles etc) to the Project Office.