

## European Space University for Earth and Humanity

*UNIVERSEH is an alliance of five European universities established to develop a new way of collaboration in the field of Space, within the “European Universities” initiative.*

*The alliance aims to create new higher education interactive experiences for the university community, teachers and students, and for the benefit of society as a whole. Such initiatives will enable broadminded, informed and conscientious European citizens to capture and create new knowledge and become smart actors of European innovation, valorisation and societal dissemination within the Space sector, from science, engineering, liberal arts to culture.*

*In Beyond UNIVERSEH, the alliance will develop the research and innovation dimension. By creating a research policy roadmap for 2035 and a vision for 2050 within the space sector, the alliance expects to notably transform the future Space and New Space research landscape, as well to enhance the links between education and research.*

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Grant agreement number: 101035795

Funding Scheme: Horizon 2020 / SwafS/ Support for the Research and Innovation Dimension of European Universities

### Deliverable n°1 and Administrative toolkit

Due date of deliverable: M 4  
Actual Submission date: 16/12/2021

Start date of the project: 01/09/2021

Duration: 36 months

Organisation responsible for this deliverable: UT

Version: draft/final

#### Dissemination level

<b>PU</b>	Public	X
<b>CO</b>	Confidential, only for members of the consortium	

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 101035795

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## Document History

Version	Date	Author	Partner	Summary of main changes
1	16/12/21	Florence VOITIER-SIENZONIT	UT	

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### 1- Deliverable description

In order to ensure a sound administrative and financial management of the project and promote common practices across partners, the coordinator proposed an administrative toolkit composed of:

- An activities progress monitoring document, aimed at WP leaders, in order to show the progress of the tasks they coordinate in their WP
- A deliverable template, to ensure consistency across deliverables submitted
- A set of communication resources in order to ensure that all communication around Beyond UNIVERSEH is consistent across all partners.
- A financial reporting template, to help partners and third-parties in monitoring expenditures.

These documents complement the constant support offered by the coordinator to partners and third parties in terms of financial and administrative management.

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These documents have been drafted by the coordinator and presented for feedback during WP1 meetings. The final version was then circulated to partners and third parties, and will be available in the secure working area of the project website and a Google Workspace tailored for the project needs.

## 2- Activities monitoring report

WP #	D #	Deliverable name	Due Month	Due date	Comments & updates	Submitted	Validated
WP1	D1.1	Administrative toolkit	1	30 Sep 2021	17/11/21 – Formal message to the PO on the portal to delay to M4 31/12/2021. Request validated on 17/11/2021		
	D1.2	Data management Plan	6	28 Feb 2022			
	D1.3	Quality assurance process	2	31 Oct 2021	17/11/21 – Formal message to the PO on the portal to delay to M6 28/02/2021. Request validated on 17/11/2021		
	D1.4	Quality assurance report 1	12	31 Aug 2022			
	D1.5	Quality assurance report 2	24	31 Aug 2023			
	D1.6	Quality assurance report 3	36	31 Aug 2024			
	D1.7	Minutes of the governance and coordination bodies meetings 1	9	31 May 2022			
	D1.8	Minutes of the governance and coordination bodies	18	28 Feb 2023			

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		meetings 2				
	D1.9	Minutes of the governance and coordination bodies meetings 3	36	31 Aug 2024		
	D1.10	Risk register 1	2	31 Oct 2021	17/11/21 – Formal message on the EU to the PO on the portal to delay to M4 31/12/2021. Request validated on 17/11/2021	
	D1.11	Risk register 2	18	28 Feb 2023		
	D1.12	Risk register 3	36	31 Aug 2024		
	D1.13	Report on communication and dissemination activities 1	18	28 Feb 2023		
	D1.14	Report on communication and dissemination activities 2	36	31 Aug 2024		
	D1.15	Mid-Term Policy Brief	18	28 Feb 2023		
	D1.16	Final Policy Brief	36	31 Aug 2024		
	WP2	D2.1	Harmonisation activities with EC, ESA, UN and related PPPs and projects	6	28 Feb 2022	
D2.2		Overview and results from the UNIVERSEH workshops and questionnaires for the state-of-the-art mapping	12	31 Aug 2022		

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		activities				
	D2.3	Mapping of research topics, projects and associated labs	24	31 Aug 2023		
	D2.4	Mapping of Space Technology oriented use cases/pilots and end-user driven needs	16	31 Dec 2022		
	D2.5	Draft 2035 Space Research Roadmap	24	31 Aug 2023		
	D2.6	2035 Roadmap	32	30 Apr 2024		
	D2.7	2050 Vision	36	31 Aug 2024		
	WP3	D3.1	Inventory / Report & Taxonomy	10	30 Jun 2022	
D3.2		Identification of indicators for inclusion and diversity	12	31 Aug 2022		
D3.3		Platform selection	24	31 Aug 2023		
D3.4		Identification of synergies	24	31 Aug 2023		
D3.5		Report events for synergies	24	31 Aug 2023		
D3.6		Business plan	30	29 Feb 2024		
D3.7		Blueprint for UNIVERSEH single lab and research community	36	31 Aug 2024		
WP4	D4.1	Roadmap for the creation and operation of the Virtual	36	31Aug 2024		

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		Centre for Space Technologies within three years				
	D4.2	Report on best practices in Europe in fundraising for spin-offs within the space sector	24	31 Aug 2023		
	D4.3	Practical guide to state aid considerations in research, development and innovation and Industry	18	28 Feb 2023		
	D4.4	Model cooperation agreements focusing on specific collaboration in space sector	30	29 Feb 2024		
	D4.5	Report on the economic opportunities for valorisation of research in space sector	12	31 Aug 2022		
	D4.6	Report on the promotion of researchers in the space sector to the economic world	18	28 Feb 2023		
<b>WP5</b>	D5.1	Best practice report	10	30 Jun 2022		
	D5.2	Training on science communication	16	31 Dec 2022		
	D5.3	Specifications of the	18	28 Feb 2023		

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WP6		"Citizens UNIVERSEH" platform				
	D5.4	"Citizens' UNIVERSEH" platform	24	31 Aug 2023		
	D5.5	Report on citizen science projects	34	31 Jun 2024		
	D6.1	Dissemination plan	6	28 Feb 2022		
	D6.2	High-level information on Beyond UNIVERSEH progress and successes	18	28 Feb 2023		
	D6.3	Report for the strengthening of the Beyond UNIVERSEH dissemination plan	24	31 Aug 2023		
	D6.4	List of relevant stakeholders	36	31 Aug 2024		
	D6.5	Factual elements of the European Universities initiative success	36	31 Aug 2024		
	D6.6	First FOREU 2 report	24	31 Aug 2023		
D6.7	Second FOREU2 report	36	31 Aug 2024			

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### 3- Deliverables template

## European Space University for Earth and Humanity

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## Document History

Version	Date	Author	Partner	Summary of main changes

## 4- Communication resources

- *Word Document Templates for Reports & Press Releases*

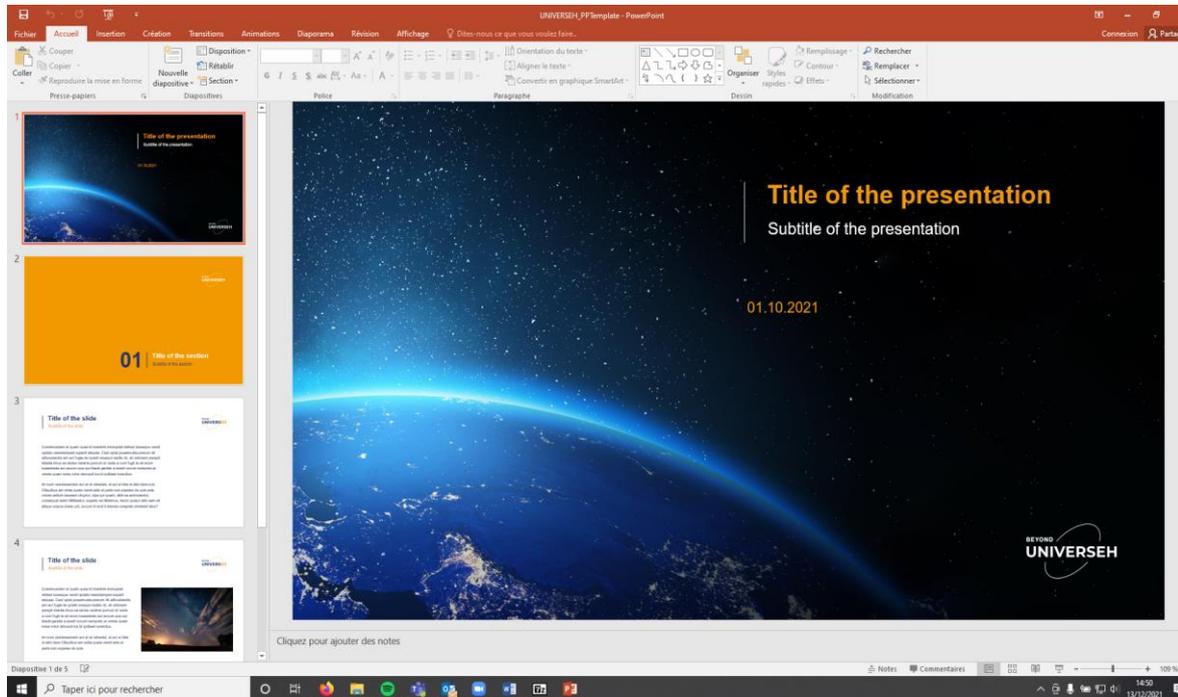


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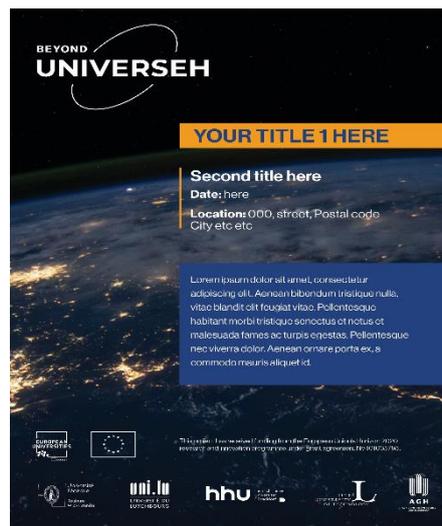


- *PowerPoint Templates with photos & a light version for email sends*



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- *Indesign A2 and A3 posters, Word posters*

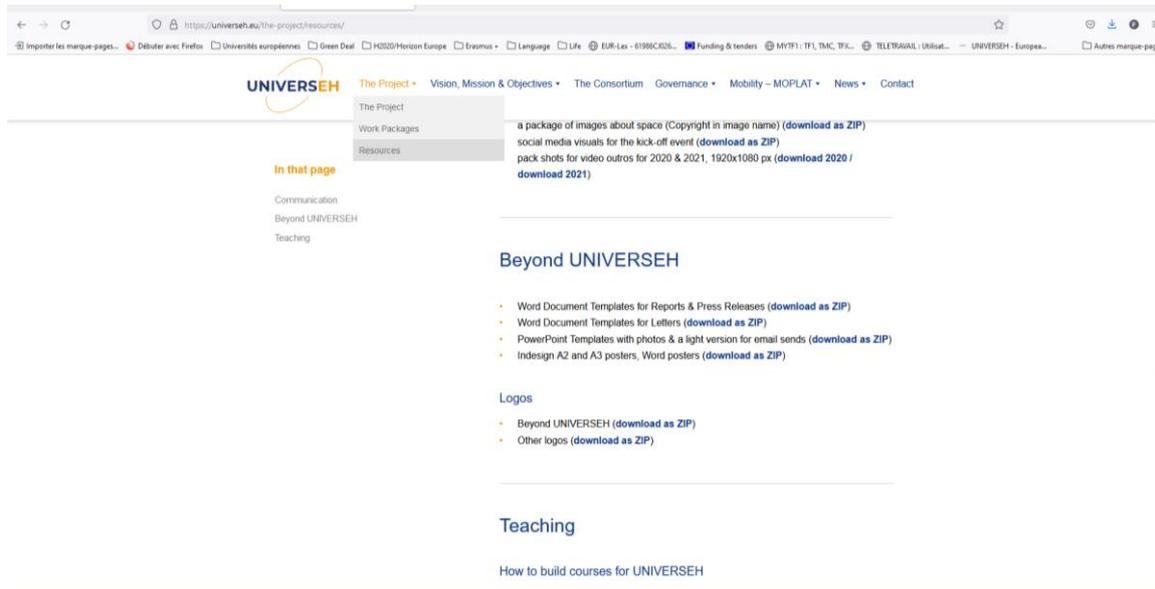


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- Resources area of the project website



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## 5- Financial statement for reporting period template

	A	B	C	D	E	F	G	H	I	J	K	L	
1		<b>Financial statement for reporting period</b>											
2		first 7 months											
3		01/11/2020 - 31/05/2021										Funded by the European Union	
4													
5													
6													
7													
8		<b>Beneficiaries</b>	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	<b>WP7</b>	<b>TOTAL PER BUDGET LINE</b>	<b>TOTAL PARTNER COSTS</b>		
9		Université Fédérale Toulouse (Ben 1)								0	0		
10		Université Toulouse III (Ben 1's TP)								0			
11		Université Toulouse II (Ben 1's TP)								0			
12		ut National Polytechnique (Ben1's TP)								0			
13		Institut Supérieur de l'Aéronotique et de l'Espace (Ben 1's TP)								0			
14		Toulouse Business School (Ben 1's TP)								0			
15		<b>Total Ben 1</b>								0			
16		Akademia Górniczo-Hutnicza im. Stanisława Staszica W Krakowie (Ben 2)								0			
17		Heinrich-Heine-Universität Düsseldorf (Ben 3)								0			
18		Luleå tekniska universitet (Ben 4)								0			
19		Université du Luxembourg (Ben 5)								0			
20		<b>TOTAL COSTS PER WP</b>	0	0	0	0	0	0	0	0			

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