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Deliverable D7.2

Quality Assurance and Risk Management – v1

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Acronyms

Acronym	Explanation
AB	Advisory Board
CDM	Communication & Dissemination Manager
DMP	Data management Plan
EC	European Commission
IPR	Intellectual Property Rights
PC	Project Coordinator
PO	Project Officer
QRAP	Quality & Risk Assessment document
QREM	Quality, Risk & Ethics Manager
TIM	Technical & Innovation Manager

Executive Summary

The progress of the project implementation requires a continuous monitoring to identify and solve unforeseen risks and inefficiencies. In accordance with this requirement, an essential task is to ensure the quality of the implementation of the project.

In order to achieve this goal, this deliverable, D7.2, named "Quality assurance and risk management" targets to establish the quality management operations of the SUNRISE project, funded by the European Union's Horizon Europe Research and Innovation actions supporting the implementation of the project.

The present document aims to initiate project guidelines in accordance with quality assurance strategies that will be applied on project activities' monitoring and management and define the processes and procedures for monitoring and assessing the quality, the guidelines and potential risks of the project along with mitigation strategies. The content is elaborated for partner participants and external audiences to follow the procedures and understand the quality management in the SUNRISE project. Overall, the current document reports specific guidelines to provision: a) the high quality of deliverables, and b) the alignment of deliverables with project objectives.

In particular, D7.2 refers to the following activities:

I. **Report and monitor** project document types, templates, naming and formats for the deliverables of the project.
II. **Schedule and document** project's dissemination activities.
III. **Control the internal quality of audits and deliverables by** evaluating project outcomes and deliverables by other consortium members which provide their expert opinion based on specific quality criteria.
IV. **Proceed to corrective and preventive actions** according to the overall performance, the quality and effectiveness of consortium partners' work evolution, excluding the work in terms of Project Deliverables.
V. **Identify risks & mitigation actions:** Risk identification which may hinder project's successful implementation.
VI. **Constant monitoring of Risks:** Regular monitoring of risks status and update based on potential future risks.

1. Introduction

1.1 Scope and objectives

The current deliverable D7.2 aims to establish effective quality management strategies for solid project monitoring. The main objective of this document is the establishment of reference guidelines for the successful implementation of the activities of the project based on quality criteria and risk mitigation.

The notion and context of this report will be applied throughout the project duration, in alignment with similar procedures, tools, guidelines and EU requirements. This document acts as a living document similarly to the DMP of the project hence changes and/or amendments will be reflected to the forthcoming versions.

1.2 Relations with the other deliverables

The quality assurance & risk management document is part of WP7 "Project Management" and strongly connected to the DMP (Data Management Plan) of the project. The quality assurance & risk management plan is acting as a horizontal document reflecting on the guidelines and principles of all other SUNRISE tasks and deliverables, to provide sufficient quality of partners' input in all work-packages.

1.3 Structure of the deliverable

The quality assurance & risk management document is structured based on the sections below:

Section 2 – The quality plan aims to ensure that the SUNRISE outcomes are of high quality, and the contractual requirements are expected to be successfully met through the following actions:

• The control of reporting and documentation (document types, templates, formats and naming for the deliverables of the project);

• Enabling internal quality audits of project results and deliverables; and proceeding to corrective and preventing actions associated with quality issues.

• In addition, information is included about the risk management and mitigation actions to coordinate and deliver the results and implementation of the project in high quality.

Section 3 - Ongoing monitoring of risks through the regular updates of potential risks that may hinder the project's success, along with mitigation plans.

Section 4 - Modifications/ Amendments in legally binding documents such as the Grant Agreement and the Description of the Action.

Section 5 – Conclusion of the document.

In the Annexes, two documents for quality assurance can be found: The SUNRISE Publication Policy and the Form for the internal review of deliverables which will be submitted to the EC.

2. Quality plan and implementation

2.1. Quality assurance

The Quality Assurance (QA) activities in the SUNRISE project are an integral part of the Project Coordination and Management (WP7) under the leadership of the project coordinating team at CERTH, supported by experts. The

QA plan will provide the means for an ongoing critical evaluation of the project overall concerning technical issues, user involvement, dissemination, exploitation and sustainability of the project and the achievement of its aims and objectives as determined in the project description of work and GA.

The QA plan sets out a sound basis for an ongoing professional and critical monitoring and review of project processes and outcomes, in order to achieve its defined milestones successfully.

The objective of the QA plan is to describe the methods, actions and tools that will be followed by the Consortium Partners, in order to ensure the high quality of the project's results and the consistency indicated to deliver in time and in high quality all the contractual requirements.

In more details the objectives of SUNRISE project are summarized as follows:

- Evaluation of the project outcomes against the pre-defined deliverables and objectives of work description at the GA of the project and the documents agreed at the consortium level.
- Assessment of the project outputs against pre-defined targets in the project's description of work and any relevant information agreed upon by the consortium thereafter.
- Monitoring of the workplan progress through the attendance of WP's meetings, and evaluating the produced intermediate results.
- Early identification of potential risks factors and/or recommendations for remedial actions and improvements.
- Production of QA reports to be delivered to the project management committees and the EC.

The present QA Plan is being prepared as a follow up of a thorough study of the project's description of work and discussions among the partnership. The QA activities are not replicating the project management tasks but target rather to act as a functional monitoring tool aiming to validate the quality of project activities and contractual obligations. Within SUNRISE, the quality assurance and risk management will be led by the Quality, Risk & Ethics Manager of the project, together with the Ethical Advisor Committee, and all partners. The main responsibilities for quality and risk management include the monitoring and establishing of proper measures to prevent or mitigate risks and ensure gender equality in the team's distributions and responsibilities.

The SUNRISE quality plan includes further analysis that is needed for verifying that the activities meet the high quality requirements that were set and guarantee a timely accomplishment of the planned tasks: In particular a clear plan will be prepared and provided with regards to project activities: what is to be produced, when and how, assigned to the different WPs and partners. Also, a clear definition, agreement and update of roles and responsibilities are planned in terms of the QA plan, while regular review and update of the work-plan is required. Project documentations (e.g. deliverables, internal reports etc.) will be reviewed according to the predefined criteria to ensure a standard high quality before their final delivery and submission.

The quality plan activities will be reviewed within plenary meetings, including project audits, outcomes from internal audits, and documentations form project deliverables.

2.2. Control of reporting and documentation

2.2.1. Document types

The different types of documents created within SUNRISE project are included in the table below:

Table 1 Description of the different document types in SUNRISE

Document Type	Description
Deliverable	Illustrates the outcomes and performed activities under a WP and/or task.

Internal Peer Review Report	Concerns the result of the quality evaluation of deliverables including the evaluation remarks of assigned reviewers.
Meeting Program	Provides information on the timetable of a project's event or gathering. It can also be part of an e-mail.
Meeting Agenda	Provides information on the purpose and topics that will be discussed within a physical or virtual gathering. It can also be part of an e-mail.
Meeting Minutes	Provides an overview of results of a meeting, highlighting the main outcomes and the next actions.
Financial Report	The Consortium partners complement it to declare their costs.
Management Report	Reports administrative matters, cost statements and justifications and planned and actual personnel allocation within a reporting period.
Presentation	Provides information on topics relevant to the project and can be used internally by Consortium members during meetings and externally during conferences and/or other events.

2.2.2. Documents templates and formats

General information about documents' formats is provided in D7.1 Project Management Handbook. The following Table highlights the format(s) that will be accepted per each document type and use.

Table 2 Formats of documents

Document Type	Format for Internal Use	Format for External Use
Deliverable	doc, docx	pdf
Peer Review Report	doc, docx	pdf
Meeting Program	doc, docx, txt	pdf
Meeting Agenda	doc, docx, txt	pdf
Meeting Minutes	doc, docx	pdf
Financial Report	doc, docx, xls, xlsx	pdf
Management Report	doc, docx	pdf
Presentation	ppt, pptx	pdf

Concerning "doc" and "docx" each party could use MS Word or equivalent format, whereas "txt" refers at plain text format. The "xls" and "xlsx"can be provided in MS Excel or equivalent format, and "ppt" and "pptx" to MS PowerPoint presentation or equivalent format. The "pdf" refers at the portable document format. More details will be provided at the project's shared folder.

2.2.3. Document naming and coding

Document naming conventions will be used to facilitate indexing and identification. All project documents should mention in the beginning the project name ("Sunrise__"). This convention will apply to certain types of documents, such as deliverables and presentations. In particular, the naming of the deliverables should be as following: "Sunrise_Dn._Title_Vx.y_Partner_ext"_

In particular, the abbreviated words are detailed below:

- "Dn": the deliverable number
- "Title": deliverable title

- "Vx.y": version number
- "X": version
- "Y": sub-version
- "Partner": short name of partner assigned for each deliverable work
- "ext": file extension according to the format.

2.2.4. Internal audits

An internal audit procedure will be followed in specific cases and circumstances, when a significant problem rises, and needs to be resolved. This process will take place either virtually or face-to-face in a meeting with the Responsible of the Consortium organisation facing a specific problem in meeting the project's objectives. The following personnel will be needed to communicate with the corresponding Scientific Responsible:

- The Project Coordinator (PC)
- The Technical & Innovation Manager (TIM)
- The Quality, Risk & Ethics Manager (QREM)

In addition, the contribution of 1-2 other partner members that are mainly technically wise and related to the issue that is emerged and being investigated is highly advised. Their participation is optional, and it is up to the Coordinator to decide finally the need of their contribution, depending on the nature of the issue. Internal audits results will be documented in an Internal Audit Report by the Quality, Risk & Ethics Manager (QREM). Afterwards, the QREM will proceed to the documentation of corrective actions in the corresponding file, to resolve the emerged issues properly and in proper time. Moreover, the implementation of the corrective actions will be monitored in order to confirm their effectiveness.

Finally, the Internal Quality Audits' results will be shared with all consortium members who are involved to the activities of the particular WP. The Quality, Risk & Ethics Manager (QREM) will be responsible for the finalization of the overall process as detailed above.

The PC (Project Coordinator) and the TIM (Technical & Innovation Manager) will support and monitor the evolution of the project progress through contacts with all the partners involved, mainly through e-mail or remote meetings.

2.2.5. Dissemination activities

Within SUNRISE the Communication & Dissemination Manager (CDM) will be responsible to raise awareness of project achievements and exploitation actions and for the effective implementation of the project's Dissemination and Communication activities. PASYKAF will be Dissemination and Communication Manager who is assigned to notify in a timely manner that members of the Consortium intend to participate in specific dissemination actions. In this case, the CDM will approve their participation, record it in the dissemination log and ensure that the dissemination activities are in consistency with the rules and principles defined by the Collaborations/Networking with other EU-Horizon2020 projects and initiatives.

SUNRISE consortium members will be encouraged to join the various networks related to primary prevention of cancer by educators, health experts, policy-makers, and the public. Special efforts will be

made to enable communication through joint virtual workshops and/or the joining projects/networks to improve awareness, literacy and uptake of digitally-enhanced school programmes. Several achievement indicators as quoted below have been identified to reach SUNRISE ambitious goals:

- >8 networking/joint activities with projects funded under clusters/pillars of Horizon Europe
- >15 scientific publications ensuring compliance with open access practices
- 2 project-dedicated public events during last year for dissemination of outcomes
- 4 press releases, 2 podcasts, 2 educational webinars, 2 promotional videos
- White paper on recommendations for scalable and easy to implement cancer prevention pathways at schools
- IPR seminars every 12 months among partners
- Health technology assessment study for equity, ethical, professional, and organisational issues
- Exploitation strategy plan

2.2.6. SUNRISE publication policy

The project's outcomes will be disseminated through diverse publications to show the significance of the conducted research works to the scientific community and the society at large. This type of dissemination activity is enabled by the Publication Policy document, which has been created to motivate the preparation of high quality scientific publications on outcomes of the research activities within the SUNRISE Tasks and Work-Packages (WPs). At the same time, the SUNRISE Publication Policy targets to protect the legitimate interests of all consortium members which were involved in the research work(s) presented in the publications. The SUNRISE Publication Policy is described in detail in Annex A.

In summary, the SUNRISE Publication Policy serves as a guiding document for the publications in SUNRISE, with the aim to protect the legitimate interests of all SUNRISE participants [see List of Participants in the SUNRISE Description of the Action (DoA)], clarify issues regarding authorship, improve the quality and monitor the progress of the publications.

The SUNRISE publication policy includes diverse types of publications focusing on disseminating the project's outcomes. Publications could be of the following type:

- Scientific publications (original contributions, literature reviews, study protocols, etc.) in Journals or Conferences, which are related to project outcomes such as Tasks, WPs, or Deliverables of the project, or based on data obtained within the project Consortium activities. Hereinafter this type of publications may be referred as "Manuscripts".
- Written or oral/poster presentations, workshops, conferences, or national events based on data obtained within the project Consortium activities. Hereinafter this type of publications may be referred as "Presentations".
- Invited lectures to present the outcomes of the project or the project, hereinafter referred as "Lectures".

SUNRISE strongly encourages the collaboration among participating consortium partners/organisations (e.g. writing retreats, dedicated online meetings, travelling to other countries) in one or more Tasks and WPs of the project, to finalise the preparation of Manuscripts or other envisaged publications.

The "SUNRISE Publications Committee" (SUNRISE PC) will be responsible for monitoring the publication process of each publication based on SUNRISE outcomes in alignment with the guidelines outlined in the Publication Policy document to ensure a fair process. The final approval for the submission of a publication lies to the SUNRISE PC.

2.3. Deliverables peer review and control

A concrete process will be followed in accordance with the review and control of each deliverable of the SUNRISE project. In addition, two internal reviewers who are consortium members, will be assigned as described in the D7.1 Project management handbook for each deliverable to review to guarantee high quality before final submission to the EC.

Each deliverable is typically evaluated according to the following schedule:

Table 3 Typical schedule for the review and submission of SUNRISE deliverables

Step	Deadline	Person(s)	Action
1	>14 days before	Responsible partner - Editor	Collects all inputs from contributors, prepares first complete version for internal review and finally sends it to internal reviewers.
2	>10 days before	Internal Reviewers	Review and fill in the deliverable review form and send it to the Deliverable responsible and the Technical and Innovation Manager.
3	>7 days before	Responsible partner - Editor	The Deliverable responsible partner addresses the Reviewers' comments and sends the revised version, along with a list of actions describing how he addressed the comments, to the Technical and Innovation Manager.
4	>4 days before	Technical and Innovation Manager	The Technical and Innovation Manager verifies the quality of the deliverable. Where applicable asks for feedback from the Scientific Manager and the Quality, Risks, and Ethics Manager, and requests for further amendments from the deliverable responsible.
5	1 days before	Project Coordinator /Technical and Innovation Manager	Approve and submit the final deliverable to the EC.

In case a revision of a submitted deliverable is requested by the EC, the internal peer review procedure may be repeated only in case of significant changes. The authors and the responsible partner for the deliverable should make every possible effort to confront the quality criteria and the comments of the

peer reviewers, the Technical and Innovation Manager and the EC Project Officer and Expert Reviewers. In case of a foreseen delay to submitting a deliverable, the Deliverable Responsible should communicate the reason for the delay along with the new expected date to the TIM. In turn, the TIM will communicate with the PO to justify the necessity of submitting a deliverable in a new date. All deliverables must be submitted to the EC within the Reporting Period for which they have originally been planned. All deviations from the Grant Agreement and the SUNRISE work-plan shall be reported in the SUNRISE Periodic Reports.

2.4. Reporting and Monitoring

Project monitoring comprises internal (within the Consortium) and external (to the EC) monitoring. External monitoring will be realized by the reports and technical deliverables produced by the Consortium. Reports and deliverables are expected to be submitted to the EC according to the predefined processes and time schedules.

The project is divided into the following Reporting Periods (RPs):

Table 4 Reporting periods in SUNRISE

Reporting period	Time period (from-to)
RP1	**M01-M18**
RP2	**M19-M36**
RP3	**M37-M52**

2.5. Corrective and preventive actions

The Coordinator and the Quality, Risk & Ethics Manager will be in charge of coping with issues relevant to the overall performance of Consortium partners and the quality and effectiveness of their work execution and evolution. It is important to consider all complaints raised and agree on respective corrective actions. Such actions as well as potential preventative ones will be documented.

2.6. Risk management

In SUNRISE, risks are interpreted as any potential situation which might impose a negative impact on project objectives and expected results. Each risk will be measured in terms of combining the consequences of an event effect and its likelihood. Risk Management targets to enable a smooth coordination of the project activities to provide high quality results and implementation. The main goal is to reach project success by identifying potential challenging tasks as early as possible and introduce the implementation of mitigation and contingency measures to avoid or reduce the probability of risks. The present document includes a detailed risk management plan, for potential risks that SUNRISE Consortium may face. In particular, indicative types of risks are as follows: Technical, scientific, legal, and behavioural risks. The main methodology that the Risk Management plan will follow includes: a) risks' identification, b) risks' analysis c) risks' evaluation, d) determining proper control measures, e) implement, monitor and review of the potential risks, and f) communicating with all concerned actors.

3. Reporting of risks and mitigation actions

The project will follow and implement the main measure of early identification of defence means at first level against risks. This mitigation action is well complemented by WPs clear operation plans, accurate targets, resource allocations and deliverables as detailed in the work-plan. According to the management structure and processes (WP7), the WP and Task leaders will immediately report any identified risks, and these will be constantly communicated by the WP Leaders in the monthly Steering Committee meetings. A dedicated Excel Spreadsheet has been created for the reporting and monitoring of project risks by all WP Leaders, in which a colour scheme (green, orange, red) illustrates the severity of the risks. In this direction, the risk assessment process has been incorporated in the context of overall monitoring of the project, to ensure:

- Early identification of potential risks;
- Assessment of risks' severity and the impact of each risk on the project progress;
- Implementation of measures to prevent risks;
- Implementation of measures to minimize the impact of the risk;
- Evaluation of mitigation measures' effectiveness throughout the project.

Appropriate reporting and alerts are provided to the Steering Committee and the PC, in case the risk tolerance line is crossed for individual risks.

4. Modifications and amendments

4.1 Consortium agreement

The Consortium Agreement (CA) is the legally binding document that defines the rules for the participation and dissemination of the project, and outlines the relationships between the Consortium members. The CA refers to the management of the project, including the rights and obligations of the parties. In case a party of the consortium has a request for changes after the signing of the CA, the party must contact the PC, who in turn needs to arrange for an irregular meeting of the Plenary Board. Any modifications or proposed changes have to be discussed under the rules of the agreed version of the CA.

4.2 Description of Action

In case of modifications regarding the breakdown of work as described in the Description of Action (DoA), the following process and changes can be considered:

- Modifications, which will have no effect on the outcomes of the project or on other contracted items can be proposed by the task leaders to the WP leaders for consideration, approved by the PC who has to process them for approval by the Steering Committee and these are integrated into the next amended DoA.

- Modifications, which will have an effect on the results and aims of the project, need to go through the same procedure but require official approval by the Project Officer representing the EC. These changes can be integrated into the DoA only after receipt of formal approval.

4.3 Deliverables

Deliverables are official documents, which once submitted to the EC portal can no further be amended unless important changes are required. In this case a new deliverable will be generated, or the previous one will be amended. New/ amended deliverables need the approval of the QREM, and the changes should be transferred to the PO of the EC for formal approval and acceptance. Afterwards, this new/ amended deliverable has to be submitted as a revised version.

5. Conclusions

This deliverable presented the first version of the procedures for quality assurance and risk management in SUNRISE.

6. Annex A: SUNRISE publication policy

1. Publication Policy

1.1 General statement

The SUNRISE policy for publications is designed to motivate the preparation of high quality scientific publications on outcomes of the research activities within the SUNRISE Tasks and Work-Packages (WPs), while protecting the legitimate interests of all consortium members which were involved in the research work(s) presented in the publications.

According to the EC rules, all publications must state that the work has been done within the framework of the SUNRISE study, and include the following acknowledgement:

“This work was supported by the SUNRISE project that has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement Nº 101136829.”

Moreover, if possible, the high resolution EU emblem (high-resolution emblems can be found here: http://europa.eu/about-eu/basic-information/symbols/flag/) must be displayed.

This acknowledgement may be accompanied by any other acknowledgement needed, i.e. if additional financial support has been obtained by one or more beneficiaries.

Authors are obliged to provide Open Access to their scientific publication. More details are provided in section 4.3 Open Access to Publications.

The present document serves as a guiding document for the publications in SUNRISE, with the aim to protect the legitimate interests of all SUNRISE participants [see List of Participants in the SUNRISE Description of the Action (DoA)], clarify issues over authorship, and monitor the progress of the publications.

The SUNRISE publication policy includes diverse types of publications focusing on disseminating the project’s outcomes to show the significance of the conducted research works to the scientific community and the society at large. Publications could be of the following type:

- Scientific publications (original contributions, literature reviews, study protocols, etc.), to Journals or Conferences, which are related to project outcomes such as Tasks, WPs, or Deliverables of the

project, or based on data obtained within the project Consortium activities. Hereinafter this type of publications may be referred as “Manuscripts”.

- Written or oral/poster presentations, workshops, conferences or national events based on data obtained within the project Consortium activities. Hereinafter this type of publications may be referred as “Presentations”.
- Invited lectures to present the outcomes of the project or the project, hereinafter referred as “Lectures”.

SUNRISE strongly encourages the collaboration among participating consortium partners/organisations (e.g. writing retreats, dedicated online meetings, travelling to other countries) in one or more Tasks and WPs of the project, to finalize the preparation of Manuscripts or other envisaged publications.

The “SUNRISE Publications Committee” (SUNRISE PC) will be responsible for monitoring the publication process of each publication based on SUNRISE outcomes in alignment with the guidelines outlined in this document to ensure a fair process. The final approval for the submission of a publication lies to the SUNRISE PC.

1.2 SUNRISE Publications Committee

The PC is responsible for the following actions:

- Review all publications’ proposals
- Monitor the progress of all publications
- Provide feedback to the leading team/oraganisation of the publication, with the aim to improve its quality, scientific soundness, and impact
- Communicate and discuss authorship and other main issues that potentially could arise
- Approve the submission of the final version of a publication within the period of one week.

The SUNRISE PC will be formed by the Technical Coordinator of SUNRISE (Dr Andreas Triantafyllidis), one representative of the Coordinating organization, and five additional Consortium members. The initial synthesis of the PC will be the following:

1. Dr Andreas Triantafyllidis (SUNRISE Technical Coordinator)
2. Dr Sofia Segkouli (Chair of the Ethical Advisory Committee, CERTH)
3. Dr Severin Haug (Scientific Manager, ISGF)
4. Maria Krini (Communication & Dissemination Manager, PASYKAF)
5. Prof Liselot Hudders (UGENT)
6. Prof Francisco Lupianez Villanueva (Exploitation Manager, PBY)
7. Prof Kleio Koutra (HMU)

SUNRISE will provide the opportunity for different partner representatives to serve as PC members over the years, which will be renewed every 18 months (in every reporting period).

In order to better monitor the progress of publications, the PC, will compile the "Publications planned activities" Table, where the following information will be included (see also Appendix):

- Time period of the planned publication/event etc.
- Type of publication
- Title of publication
- Target Journal/Conference/Event, etc.
- Related Work-Package Tasks or Deliverables
- Publication brief description

For all the aforementioned information, concrete Key Performance Indicators (KPIs) in terms of the number of publications actually published will be monitored. This will also enable to monitor the progress made in Scientific Publications in order to reach the envisaged SUNRISE KPI for >15 Scientific Publications by the end of the project.

2. Publications from researchers belonging to the SUNRISE consortium

The SUNRISE project will provide research methodologies and obtained data at the European level, from an interrelated perspective of the different Tasks and WPs. Publications may include the analysis of methodologies and/or data collected within one or more Tasks and WPs of the SUNRISE study. The SUNRISE PC welcomes any publication proposals by partner organisations before their actual preparation, in order to discuss and fine-tune the concepts, methods, and results of the envisaged publications, while protecting the interests of the collaborating persons who contributed in the publication's research work. All publication proposals will be discussed and reviewed on a case-by-case basis by the PC and proper revisions/modifications can be made where appropriate, with the aim to improve the quality and impact of the SUNRISE publications.

Concerning scientific publications, all project partners will have to share both abstract and full paper with the PC before the submission date in order to acquire the approval of the PC. This is mandatory in order to ensure that there is no conflict of interest among the project partners, protect the legitimate interests of all partner organisations which were involved in the publication's research work, and provide inputs which are likely to improve the merit of the publication.

3. Publications from individuals/groups not affiliated with SUNRISE

Researchers who are not part of the SUNRISE consortium will have the potential to apply for using available SUNRISE data for analysis and publication, to the PC of the project. The PC will examine the application along with the respective WPs and SUNRISE consortium members who should be involved in

the preparation of the publication, and decide on the approval of the application on a case-by-case basis.

Publications based on SUNRISE data, have to include the following statement:

"The data has been collected by the SUNRISE investigators and has been made available for this publication by the SUNRISE study group. Views expressed in this paper are those of the authors and may not reflect those of SUNRISE beneficiaries".

4. Guidelines for collaborative publications

4.1 Authorship

The SUNRISE project in the context of making a tangible impact on the research community and the society at the European and International level, strongly encourages multidisciplinary collaborative publications in which a number of SUNRISE partner organisations can be involved within one or more Tasks and WPs. All publication proposals which make use of any SUNRISE method or collected data will be examined on a case-by-case basis by the PC. Authorship of publications shall be in alignment with the requirements set by the International Committee on Medical Journal Editors (ICMJE) .

The following guidelines for SUNRISE publications will be followed:

- Generally up to four authors will be nominated by the leading partner organisation of a publication. Collaborating partner organisations in a publication may also nominate up to four authors. The number of authors from a single organisation may increase by providing a proper justification.

Before the submission of a publication proposal and its approval by the PC, the leading team/organisation of the publication should contact the Task Leaders and/or WP Leaders and/or other consortium members which were involved in the research work presented in the publication to discuss about potential conflicts of interest, authorship matters, or required contributions.

- The order of authorship should normally be based on the actual contribution of authors, according to the ICMJE guidelines. The first author should normally be a member of the staff in the lead partner organisation, unless otherwise agreed by the writing team. Co-authorship with partner organisations in SUNRISE is strongly encouraged considering the collaborative nature of the Tasks and WPs in the project, for which multiple consortium partners provide contributions. The lead team of the publication may decide to include as co-authors all contributors in the associated Task (s) or WP (s). The lead team of the publication may also decide to include collaborating investigators by including the statement “on behalf of the SUNRISE study group” at the end of the author list – see section 7.2.

- The lead team of the publication may decide to acknowledge the SUNRISE investigators, by including relevant information in the Acknowledgements section of the manuscript – see section 7.3

- In the event of unresolved conflicts, the case should be brought to the attention of the Project Coordinator and the PC.

4.2 Publication approval, preparation and submission process

Paper proposals should include the following information: authors, working title, research questions to be addressed, variables to be explored in a dataset and suggested methods of analysis, timetable, and

target journal, conference or venue. The SUNRISE paper proposal form can be found in the Appendix. The process of publication initiation is as follows: The lead author/team of any publication will submit a proposal to the PC by filling the proposal form found in the Appendix. The lead author/team should ensure that all contributors from collaborating organisations in the publication's research work related to one or more SUNRISE Tasks or WPs have been informed about the publication, agreed to publish the envisaged work, and they are aware of the potential contributions required for the preparation of the publication. In case of disagreement, consensus must be reached among the project partners and in consultation with the PC prior to publication. The whole list of the proposals approved will be kept by the PC and will be accessible to all partners in the project's Google drive folder.

Publication approval by the PC will be by a two third majority of votes. Lead authors should circulate early drafts, as well as final drafts among co-authors prior to submission, including information on the selected journal, conference, or venue. These drafts should be communicated with the request of "Acknowledgement of receipt". Reply is expected within three weeks for the first drafts and seven days after sending the final draft. No reply by the PC will be taken as consent to proceed with the proposed publication as it is.

The lead author is responsible for submitting the manuscript to the agreed journal, dealing with reviewers/editorial comments, and checking the proofs. The submitted manuscript (including all revisions), the proofs and the manuscript as published should be sent to the PC. At the time of acceptance of the manuscript, this research work must be submitted to the PC, and the Communication and Dissemination Manager (CDM) will put the details of the publication on the SUNRISE website.

4.3 Open access to publications

All projects funded or co-funded under Horizon Europe, such as SUNRISE, are obliged to provide Open Access to their scientific publications. Article 29.2 of the Model Grant Agreement sets out detailed legal requirements on open access to scientific publications: Under Horizon Europe, each beneficiary must ensure open access to all peer-reviewed scientific publications relating to its results. To meet this requirement, beneficiaries must, at the very least, ensure that any scientific peer-reviewed publications can be read online, downloaded and printed.

Open access (OA) refers to the practice of providing online access to 'scientific information' that is free of charge to the end-user and reusable. 'Scientific' refers to all academic disciplines. In the context of research and innovation, 'scientific information' can mean:

1. Peer-reviewed scientific research articles
2. Research data (data underlying publications, curated data and/or raw data)

Open access to the article is often delayed (embargo period), however it must be granted within six months of publication. On the contrary, an article published under Gold Open Access is immediately available in open access mode by the scientific publisher. The associated costs are shifted away from readers and are covered instead by the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research. Publication fees will be charged on the institution of the first and submitting author. The publication of the research related data or its access on request (when open publication is not possible) will follow the process provided for in the DMP of the project.

4.4 Guidelines for Presentations

Oral or poster presentations shall require only the approval of the specific Work Package or Task Leader(s) and the PC, but all the PIs involved in those WPs/ Tasks have to be informed of the content and location of the presentation prior to the date of the presentation. Authorship shall be decided upon according to section 2.1. E-mails should always be sent with the request of “Acknowledgement of receipt”. Failure to reply within seven days will be taken as consent.

Abstracts intended for oral/poster presentation and based on SUNRISE data or methods should be sent to the PC. Presenters will inform the PC if an abstract has been accepted for presentation and the CDM will put the abstract on the SUNRISE website, where possible.

4.5 Guidelines for Invited Presentations

In addition to the above, any person invited to speak about the SUNRISE project "on behalf of the SUNRISE Consortium", should inform the PC. If an abstract is required, the person invited should follow the guidelines for oral/poster presentations.

4.6 Guidelines for Editorials

It may be the case that a SUNRISE participant is invited to write an Editorial in a peer- reviewed scientific journal (i.e. journals included in the Scientific Citation Index), in order to inform the scientific community about the SUNRISE research study. In that case, they should follow the guidelines expressed under sections 1 and 2.

5. Dissemination

All international dissemination activities of the SUNRISE project will be performed under the supervision of the Communication & Dissemination Manager (CDM), PASYKAF, responsible for the effective implementation of the project’s Dissemination and Communication activities as described in the Grant Agreement. Regarding dissemination at a national level, participants are encouraged to disseminate the SUNRISE study in their country through different means of media, e.g., social media, radio, TV, daily press, etc., and collaborate with the CDM.

6. Duration of the publication policy

This publication policy is written within the SUNRISE project to facilitate the overall publication process. It will have a duration of up to 10 years after the project’s completion, that is, April, 2038. The duration effect may be reviewed and extended by the PC to cover the publication needs of the SUNRISE project. The terms, procedures and timelines as agreed upon between the partners of the SUNRISE project in the Consortium Agreement and Grant Agreement regarding publications shall apply to this Publication Policy within SUNRISE.

7. Appendix

7.1 Proposal for a scientific publication as a result of the SUNRISE research activities

Working title

Type of publication (Journal article, conference article, lecture, etc.)

First/lead author

Suggested co-author(s)

Research question(s)

Related SUNRISE Tasks or Work-Packages (WPs) or Deliverables

Brief description of methodology

Brief description of dataset to be used

Main variables/dependent variables in dataset to be explored

Candidate Journal(s) or Conference(s) or Venue(s)

Time schedule Plan of method/data analysis:

Method/data analysis completed:

1st draft to co-authors:

Final draft provided to co-authors:

Submission to the selected journal:

7.2 List of SUNRISE investigators for the "on behalf of" group

Whenever relevant, the list of authors in a collaborative publication should end with the term “on behalf of the SUNRISE study group”.

An updated list of all SUNRISE investigators to be included in this group is found on the shared folder of the project.

While this "on behalf of" group will not be individually listed in the title page, the mentioned investigators may still be considered as co-authors according to the publication rules of the journal or conference.

A list of all SUNRISE study group investigators according to the latest information is the following:

SUNRISE Study Group Investigators

Centre for Research and Technology – Hellas (CERTH – SUNRISE Project Coordinator, Greece): Andreas Triantafyllidis, Sofia Segkouli, Nikos Laloumis, Konstantinos Votis, Hellenic Mediterranean University (HMU, Greece): Haridimos Kondylakis, Kleio Koutra, Kostas Marias, Evaggelia Maniadi, Evangelos Markakis, Pelekidou Lina, Emmanouil Tsiknakis, Dimitra Papatsaroucha, John Kefaloukos, Charikleia Tziraki, Loukas Sparos, Vassilis Kilintzis, Cyprus Association of Cancer Patients and Friends (PASYKAF, Cyprus): Maria Krini, Nicolas Philippou, Theophano Pampaka, Stavri Xydia, Elena Stylianou, Ghent University (UGENT, Belgium): Liselot Hudders, Steffi DeJans, Dieneke Van de Sompel, Emma Beuckels, Jolien De Clercq, Institutul Oncologic Prof Dr Ion Chiricuta Cluj-Napoca (IOCN, Romania): Delia Nicoara,

Iulia Gavrila, Alma Mater Europaea-Evropski Center, Maribor (AMEU, Slovenia): David Bogataj, Polonca Pangrcic, Anja Inkret, Nandu Goswami, Aristotle University of Thessaloniki (AUTH, Greece): Panagiotis Bamidis, Antonis Billis, Sofia Reppou, BRIDG OU (BRIDG, Estonia): Gloria Cea, Alba Gallego, Irene Mallo, Eduardo Buhid, Giuseppe Fico, María Fernanda Cabrera, PREDICTBY (PBY, Spain): Francisco Lupianez Villanueva, Frans Folkvord, Lucas Segal, Justine Van der Feen, PARTICLE (PARTICLE, Portugal): Marco Manso, Jose Pires, Barbara Guerra, Foundation for the Promotion of Health and Biomedical Research of the Valencian Region (FISABIO, Spain): Ana Molina, Marina Pinto, Mercedes Vanaclocha, Paula Romeo, Teresa de Pablo Pardo, Belen Manyogil, Mireia Gandia, Italian Federation of Volunteer Associations in Oncology (FAVO, Italy): Laura del Campo, Chiara Pilotti, Rachele Valentinotti, Elisabetta Iannelli, Francesco De Lorenzo, Davide De Persis, Servicio Vasco de Salud Osakidetza (OSA, Spain): Eunate Arana Arri, Itziar Astigarraga Aguirre, Alvaro Sanchez Perez, Enrique Frenando Peirocallizo, Asociacion Instituto De Investigacion Sanitaria Biobizkaia (BBHRI, Spain): Ainara Velez del Burgo, Janire Orcajo Lago, Macarena Debareno Martinez, Maitane Barasoain Hernandez, Izaskun Arenaza, Ellinogermaniki Agogi (EA, Greece): Vassilis Liakopoulos, Maria Panagopoulou, Giorgos Mavromanolakis, Maria Manteli, Pavlos Koulouris, Sofoklis Sotiriou, Gezond Leven (Gezond Leven, Belgium): Stefanie Verduyn, Loes Neven, Youth Cancer Europe (YCE, Romania): Katie Rizvi, Oana Rusu, Diana Todea, Laura Cristea, Swiss Research Institute for Public Health and Addiction (ISGF, Switzerland): Severin Haug, Niko Boumparis, Nikolai Kiselev, University of Sydney (UNSYD, Australia): Katrina Champion, Maree Teesson, Nicola Newton

7.3 List of SUNRISE investigators for the "Acknowledgements" of a publication

Whenever relevant, a list of SUNRISE investigators contributing in the publication should be acknowledged in the acknowledgement section. The acknowledged investigators should be all collaborators who contributed in the Task(s) and/or WP(s) associated with the research work presented in the publication. Those contributors will be "acknowledged", but will not be considered as co-authors. The list with all investigators in SUNRISE can be found in the shared folder of the project and it is being constantly updated

7. Annex B: SUNRISE internal review policy

This form should be used by internal peer reviewers in order to guarantee the submission of high quality deliverables. The form should be used by reviewers in conjunction with their comments (with Track Changes enabled) to the deliverable report.

After completing both the comments for the deliverable report and the review form, the internal reviewer needs to send the 2 files to the Leader of the Deliverable and the project Technical Coordinator.

Reference data

1. **Name of Internal Reviewer:**
2. **Organisation of Internal Reviewer:**
3. **Deliverable for internal review:**
4. **Date:**

Quality criteria for internal review: Rate them on a scale of 1 to 5 (*1. Poor; 2. Fair; 3. Good; 4. Very good; 5. Excellent*).

Quality criteria	1	2	3	4	5
Well-written					
Scientific soundness					
Impact					
Compliance with GA					

Major strengths and major weakness:

Does the document explain its relationship to other versions of this deliverable - past and (maybe) future?

Is there an "Executive Summary"? If so, does it include also key findings and conclusions, rather than just being a plain summary?

Review Summary:

The current version of the deliverable is:

☐ applicable and ready to be submitted to the EC.

☐ applicable, but requires minor revisions.

☐ inapplicable and requires substantial revision.

Additional remarks:
