



A-TANGO

Novel treatment of acute on chronic liver failure using synergistic action of G-CSF and TAK-242

H2020 – 945096

D7.4 Project brochure and professional templates

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Abbreviations

CA	Consortium Agreement
concentris	concentris research management gmbh
D	Deliverable
EC	European Commission
ECS	Early-career scientists
IP	Intellectual property
PPT	PowerPoint
PU	Public
IB	Impact Board
WP	Work Package

Contributors

Contributor	Contribution	Estimate of person-months
concentris, WP07 leader	<i>Design and content of project brochure (2 versions), five professional templates, and the training portfolio & writing and revision of the report (Deliverable Report D7.4)</i>	<i>Nina Donner (approx. 1.0 PM) Céline Gravot (approx. 0.05 PM)</i>

Executive Summary

As WP leader of WP7 (tasks 2, 3, 4, and 5), partner 11 (concentris) developed a web and print version of the A-TANGO project brochure in order to make the general goal and specific objectives of A-TANGO known to the scientific community, the general public, patients, and other stakeholders. For use by all partners within the consortium, an official letterhead, and professional templates for PowerPoint (PPT) presentations, press releases, newsletters, and a manuscript synopsis, as well as a training portfolio to identify the needs of A-TANGO's early-career scientists (ECS) and monitor their progress throughout the project were designed. The project brochure and templates are either publicly accessible and downloadable on the project website or made available for download on the project's intranet. The design elements, including the project logo, will appear on A-TANGO presentations and dissemination activities to guarantee corporate identity and growingly high recognition.

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1 Project Brochure

The A-TANGO consortium designed and developed a project brochure (web and print version) explaining the most important facts of A-TANGO for experts and laymen. The brochure is available on the [Downloads page](#) of the the A-TANGO website and can be shared with the scientific community at national and international conferences, patients and patient organisations, industry stakeholders, as well as the general public.

1.1 Print Version



Figure 1. Screenshot of the print version of the A-TANGO project brochure.

1.2 Web Version



Figure 2. Screenshot of the web version of the A-TANGO project brochure.

2 Professional Templates

2.1 Official Letterhead

This letterhead is used for important written communication about the project with the European Commission (EC), including the project officer, as well as external stakeholders. It is only available for internal use. Consortium members can download the template after logging into the password-protected A-TANGO intranet ([Keyways](#)) that concentris provides.

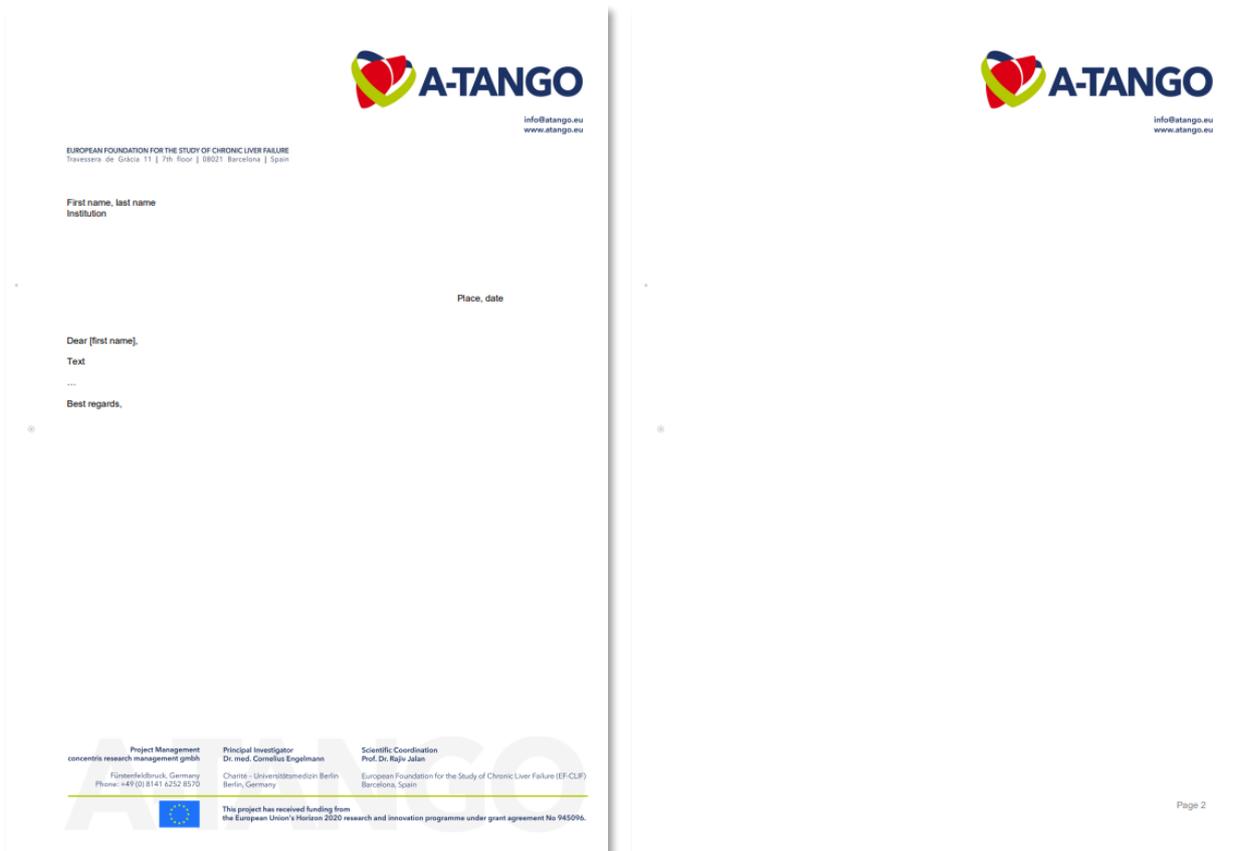


Figure 3. Screenshot of official letterhead for important written communication about A-TANGO.

2.2 PowerPoint Template

The project presentation slides were professionally designed for A-TANGO and also include the projects colour palette. The presentation slides have already been used consistently by all partners for the project Kick-off Meeting (1st GA Meeting), the 2nd Steering Committee (SC) Meeting, the 1st patient and laymen event, and for the monthly SC telephone conferences. The PPT template can also be downloaded from the [project website](#).



Figure 4. Screenshots of PPT slide templates, including the colour palette, for all A-TANGO presentations, for example talks on scientific conferences.

2.3 Press Release Template

Whenever A-TANGO has a major event, such as the start of the project and the Kick-off Meeting in March 2021 (see accompanying [1st press release](#) on the project website), makes an important step forward (e.g., start of the G-TAK study in the near future), or produces a novel and impactful result, this template will be used to draft the accompanying press release and distribute it to the general public, relevant stakeholders, and the press offices of partner institutions (who may either use it as is, or extract and insert content into their own institutional press release design).

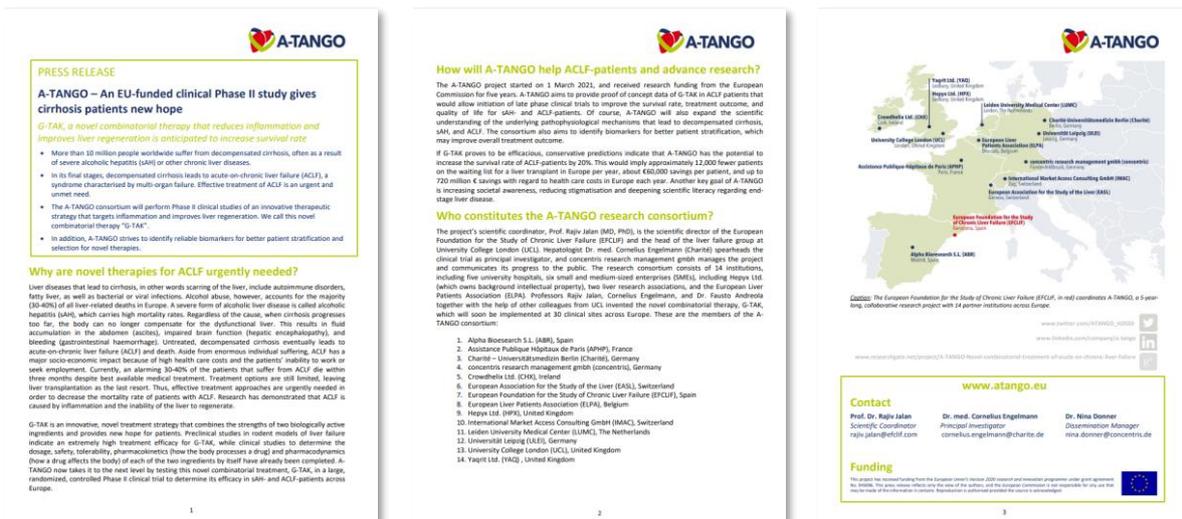


Figure 5. Screenshot of 1st A-TANGO press release.

2.4 Newsletter Template

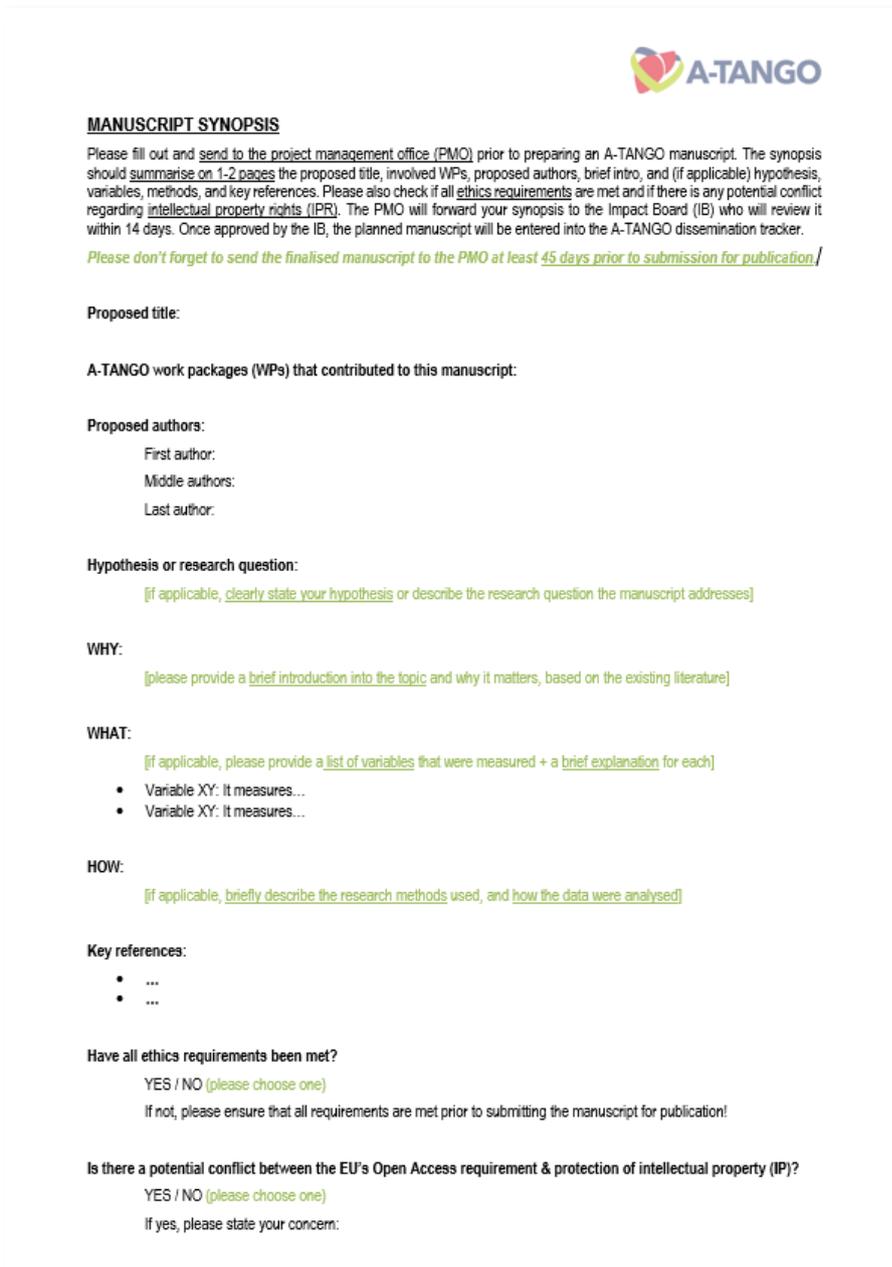
In order to keep all consortium members and interested stakeholders informed and “on board” about A-TANGO’s scientific progress, new publications, new team members, awards, upcoming events, and other newsworthy developments, WP7 sends out a half-yearly electronic newsletter. Website visitors are encouraged to subscribe to this newsletter on the [A-TANGO newsletter subscription page](#). The appearance and design will remain the same by using the same MailChimp html-based template (designed in the online platform MailChimp) throughout the duration of the project (see Fig. 6). The [1st A-TANGO newsletter](#) appeared in December 2021. The next newsletter will be sent out to subscribers in summer 2022.



Figure 6. Exemplary screenshots of 1st A-TANGO newsletter.

2.5 Manuscript Synopsis Template

To follow the publication rules defined in the (confidential) Dissemination & Communication Plan and obey the rules on intellectual property (IP) protection laid out in the (confidential) consortium agreement (CA), as well as to establish and adhere to a standardise internal review process, consortium members are asked to fill out a [manuscript synopsis template](#) for all planned scientific manuscripts intended to publish A-TANGO data and results, including review papers. The Impact Board (IB) and WP7 then track A-TANGO's manuscripts and press coverage in an internal dissemination tracker.





MANUSCRIPT SYNOPSIS

Please fill out and [send to the project management office \(PMO\)](#) prior to preparing an A-TANGO manuscript. The synopsis should [summarise on 1-2 pages](#) the proposed title, involved WPs, proposed authors, brief intro, and (if applicable) hypothesis, variables, methods, and key references. Please also check if all [ethics requirements](#) are met and if there is any potential conflict regarding [intellectual property rights \(IPR\)](#). The PMO will forward your synopsis to the Impact Board (IB) who will review it within 14 days. Once approved by the IB, the planned manuscript will be entered into the A-TANGO dissemination tracker.

Please don't forget to send the finalised manuscript to the PMO at least 45 days prior to submission for publication!

Proposed title:

A-TANGO work packages (WPs) that contributed to this manuscript:

Proposed authors:

First author:
Middle authors:
Last author:

Hypothesis or research question:

[if applicable, [clearly state your hypothesis](#) or describe the research question the manuscript addresses]

WHY:

[please provide a [brief introduction into the topic](#) and why it matters, based on the existing literature]

WHAT:

[if applicable, please provide a [list of variables](#) that were measured + a [brief explanation](#) for each]

- Variable XY: It measures...
- Variable XY: It measures...

HOW:

[if applicable, [briefly describe the research methods](#) used, and [how the data were analysed](#)]

Key references:

- ...
- ...

Have all ethics requirements been met?

YES / NO *(please choose one)*

If not, please ensure that all requirements are met prior to submitting the manuscript for publication!

Is there a potential conflict between the EU's Open Access requirement & protection of intellectual property (IP)?

YES / NO *(please choose one)*

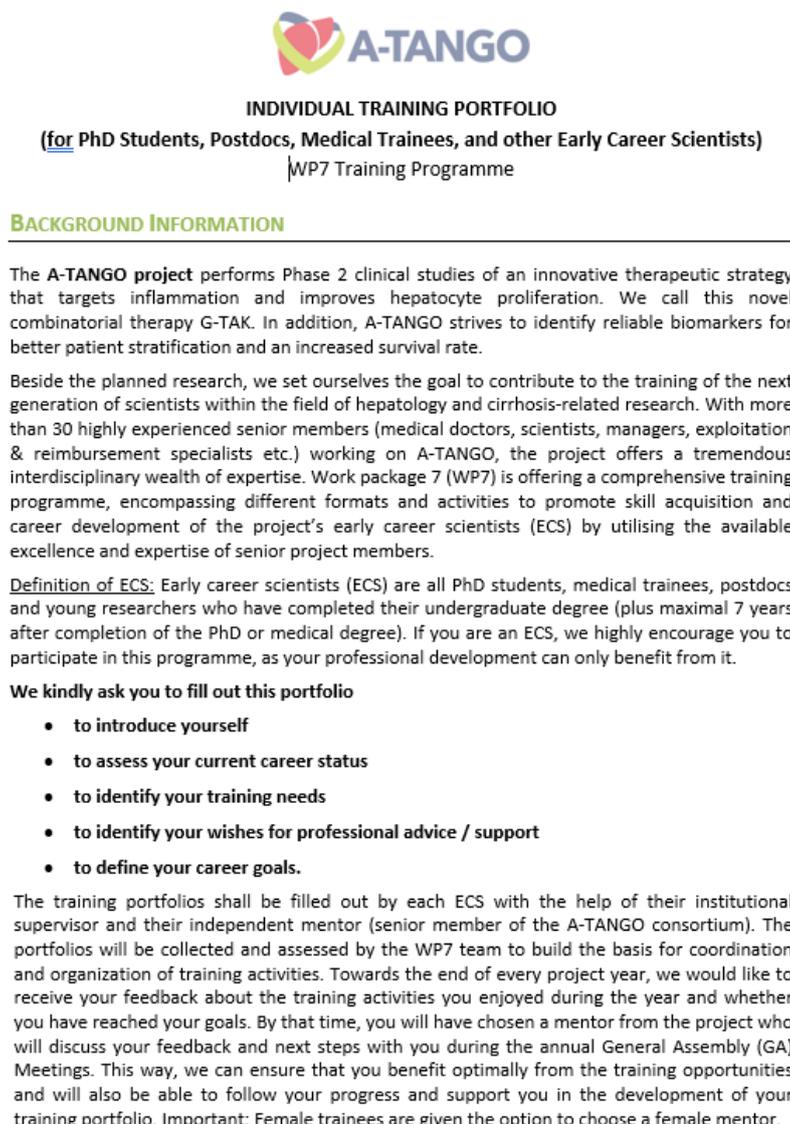
If yes, please state your concern:

Figure 7. Screenshot of A-TANGO manuscript synopsis template.

3 Trainee Templates

3.1 Training Portfolio Template

WP7 requires and supports all ECS who work on A-TANGO to develop [personal training portfolios](#) specifying their personal training objectives, educational needs, and career-advice wishes. These 10-page portfolios will be updated each year and are discussed with their institutional supervisor and his/her mentor (another senior scientist of the mentee's choice from the consortium or advisory board) who ensure that each ECS optimally benefits from A-TANGO-initiated training opportunities, including talks, poster presentations, and workshops at relevant scientific conferences, but also co-deciding, amongst other things, on the topics and speakers of the annual A-TANGO Masterclasses.




INDIVIDUAL TRAINING PORTFOLIO
(for PhD Students, Postdocs, Medical Trainees, and other Early Career Scientists)
 WP7 Training Programme

BACKGROUND INFORMATION

The **A-TANGO project** performs Phase 2 clinical studies of an innovative therapeutic strategy that targets inflammation and improves hepatocyte proliferation. We call this novel combinatorial therapy G-TAK. In addition, A-TANGO strives to identify reliable biomarkers for better patient stratification and an increased survival rate.

Beside the planned research, we set ourselves the goal to contribute to the training of the next generation of scientists within the field of hepatology and cirrhosis-related research. With more than 30 highly experienced senior members (medical doctors, scientists, managers, exploitation & reimbursement specialists etc.) working on A-TANGO, the project offers a tremendous interdisciplinary wealth of expertise. Work package 7 (WP7) is offering a comprehensive training programme, encompassing different formats and activities to promote skill acquisition and career development of the project's early career scientists (ECS) by utilising the available excellence and expertise of senior project members.

Definition of ECS: Early career scientists (ECS) are all PhD students, medical trainees, postdocs and young researchers who have completed their undergraduate degree (plus maximal 7 years after completion of the PhD or medical degree). If you are an ECS, we highly encourage you to participate in this programme, as your professional development can only benefit from it.

We kindly ask you to fill out this portfolio

- to introduce yourself
- to assess your current career status
- to identify your training needs
- to identify your wishes for professional advice / support
- to define your career goals.

The training portfolios shall be filled out by each ECS with the help of their institutional supervisor and their independent mentor (senior member of the A-TANGO consortium). The portfolios will be collected and assessed by the WP7 team to build the basis for coordination and organization of training activities. Towards the end of every project year, we would like to receive your feedback about the training activities you enjoyed during the year and whether you have reached your goals. By that time, you will have chosen a mentor from the project who will discuss your feedback and next steps with you during the annual General Assembly (GA) Meetings. This way, we can ensure that you benefit optimally from the training opportunities and will also be able to follow your progress and support you in the development of your training portfolio. **Important:** Female trainees are given the option to choose a female mentor.

Figure 8. Screenshot of page 1 of the 10-page A-TANGO training portfolio template.

4 Acknowledgement and Disclaimer

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 945096. This report reflects only the author's view and the Commission is not responsible for any use that may be made of the information it contains.