

Multiscale Complex Genomics



Project Acronym: MuG Project title: Multi-Scale Complex Genomics (MuG) Call: H2020-EINFRA-2015-1 Topic: EINFRA-9-2015 Project Number: 676556 Project Coordinator: Institute for Research in Biomedicine (IRB Barcelona) Project start date: 1/11/2015 Duration: 36 months

Deliverable 1.1: Project Handbook

Lead beneficiary: Institute for Research in Biomedicine (IRB Barcelona) Dissemination level: PUBLIC

Due date: 01/02/2016 Actual submission date: 15/02/2016

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This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 676556.



Document history

Version	Author(s)	Partner	Date	Comments
0.1	Anna Montras	IRB Barcelona	25/01/2016	Circulated to supervisory board for internal revision
0.2	Anna Montras	IRB Barcelona	26/01/2016	SAB members updated. Version sent to SB for revision
0.3	Anna Montras	IRB Barcelona	05/02/2016	Minor corrections from BSC and CNRS implemented.
1.0	Anna Montras	IRB Barcelona	10/02/2016	Final version, approved by Supervisory Board





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Executive summary

A good management strategy is essential for a smooth project progress and is a key tool in ensuring excellence at all levels in project execution.

The present report compiles operational information and tools aimed at facilitating organization in daily project execution and communication. The tools and strategy defined in this document respond to the guidelines established in the Grant Agreement and the Consortium Agreement.

D1.1 contains the description of the team, their roles and overall functions, contact information, basic information about reporting obligations, communication tools, document templates, etc. The tools described in the present report are to be used in combination with the quality assurance measures and protocols described in detail in D1.2.





1 MuG PROJECT LIFESPAN

Setting up the right management structure and procedures during the early stages of the project is key to ensure a smooth execution and communication during the full project lifespan:



The project handbook (D1.1) describes the main tools that have been set-up during the first months of the project. The team involved in the different work packages has been defined, internal working procedures have been established and the main tools for daily operation and communication among consortium partners have been made available.

2 PROJECT TEAM AND ROLES

The hierarchy defined by the management structure is aimed at guaranteeing excellence in all MuG project activities. The management structure that regulates decision making in the MuG consortium is depicted in Figure 1 and the duties of each one of the established boards is described below.



Figure 1: MuG management structure

The following sections define the different boards that compose the MuG management structure, the members of the boards are defined and their functions described.

Further details involving interaction among the boards and details on decision-making protocols are described in the quality assurance plan (Deliverable 1.2).





2.1 Consortium partners

2.1.1 Principal Investigators and Institutions

Beneficiary name	Contact person	e-mail	
IRB Barcelona	Modesto Orozco (Coordinator)	modesto.orozco@irbbarcelona.org	
BSC	Josep Lluís Gelpí (Life Sciences)	gelpi@ub.edu	
	Rosa M. Badia (Computer Sciences)	rosa.m.badia@bsc.es	
CNAG-CRG	Marc Martí-Renom	martirenom@cnag.crg.eu	
CNRS	Giacomo Cavalli	giacomo.cavalli@igh.cnrs.fr	
University of Nottingham	Charles Laughton	charles.laughton@nottingham.ac.uk	
EMBL-EBI	Andrew Yates	ayates@ebi.ac.uk	

2.1.1 Administrative, legal and financial contacts

Beneficiary name	Contact person	e-mail	
IRB Barcelona	Anna Montras	anna.montras@irbbarcelona.org	
	Raquel Furió	raquel.furio@irbbarcelona.org	
	Sonia Saborit	sonia.saborit@irbbarcelona.org	
BSC	Ezequiel Mas del Molino	ezequiel.masdelmolino@bsc.es	
CNAG-CRG	Alexandros Nikolaou	alexandros.nikolaou@crg.eu	
CNRS	Genevieve Piontkowsky	genevieve.Piontkowsky@dr13.cnrs.fr	
University of Nottingham	Sandra Winfield	sandra.winfield@nottingham.ac.uk	
EMBL-EBI	Emma Sinha	grants@ebi.ac.uk	

2.2 Project Coordinator

The coordinating organization (IRB Barcelona) is the ultimate responsible of monitoring project progress and ensuring all means are provided to achieve the project objectives with the expected excellence at all levels. The **Project Coordinator** shall chair all meetings of the Supervisory Board. The Coordinator will be also in charge of the communication with the European Commission (EC). It will be, in fact, the legal entity acting as the intermediary between all the partners and the EC.

Dr. Modesto Orozco (Project Coordinator): Project leader and promoter, chairman of the Supervisory Board.

Reporting to Dr. Orozco, the following team are in charge of daily project progress, monitoring. Internal follow-up meetings of the IRB coordinating team are held with a frequency of 1-2 weeks. (Additional IRB members are involved in the different technical boards in the relevant work packages).

- Anna Montras (Project Manager) (anna.montras@irbbarcelona.org):
 - Monitor correct allocation of financial and human resources (with the assistance of the Finance and Human Resources staff at IRB Barcelona.





- Monitor technical progress (Chair of the Technical Board) in direct communication with Technical Board members, ensuring smooth interaction between WPs and overall progress of the project.
- Organize and chair progress meetings (Technical Board and Supervisory Board. Liaison with the Scientific Advisory Board for SAB meetings.
- Liaison with EC: manage amendments, reporting, coordinate contributions to EC initiatives (events, dissemination materials, joint publications, etc.) that require inputs from MuG.
- Communication and exploitation: first contact point for MuG project, project promotion, liaison with technology transfer experts.
- Application of the quality assurance plan, as defined in D1.2.
- Adam Hospital (Research and Technical Board supervisor)
 - o Technical advisor for the project manager
 - Monitors consistency of technical task progress in different work packages

2.2.1 Contact information

A unified e-mail address has been created for the multiscale genomics project, to facilitate communication with the EC and external parties: <u>irbmultiscalegenomics@irbbarcelona.org</u>.

E-mails sent to this address will be received by the members of the coordinator's team: Modesto Orozco, Anna Montràs, Adam Hospital.

Daily communication among team members and the coordinator is made via the Basecamp project management tool, as described in section 4.

2.3 Research and Technical Board

The **research and technical board (TB)** is composed by the work package and task leaders, as defined in the Technical Annex of the Grant Agreement. The main role of the TB is to guarantee the timely achievement of operational objectives. To this effect, all work package leaders should (i) manage the WP team internally, assuming daily technical coordination of ongoing tasks and (ii) become spokesperson for the work package, taking the lead in discussions with the coordinator and other members of the TB.

At work package level, each Work Package has an assigned leader that is the responsible of assuring the daily progress of the tasks at the research and technical level.

WP	Title	Leader
1	Project Management	IRB Barcelona
2	Outreach, training and exploitation plan	IRB Barcelona
3	Multi-scale visualization of the nucleus	CNAG-CRG
4	Data Management	EMBL-EBI
5	Computational Infrastructure and Deployment	BSC
6	Analysis tools	University of Nottingham
7	Pilot projects	CNRS

The WP leaders constitute the **Technical Board** (TB), which will meet periodically in order to assess the technical progress of the overall project and ensure that the progress of the different work packages is coordinated (led by the Project Manager).





To ensure a smooth project execution the following procedures for communication have been established at TB level:

- Ad-hoc technical meetings (minimum once a month): Skype conferences shall be called whenever necessary by the work package or task leaders. To facilitate communication, during the kick-off meeting, a number of working groups and relevant contact persons for each technical/scientific area have been compiled that serve as a reference for the WP leaders when calling a meeting.
- Monthly meetings of TB: Skype meetings of the technical board, with a spokesperson from each WP, will be called monthly by the coordinator to review that the different technical WPs progress in a coordinated way and to ensure that the overall progress of the project is on track. The aim of these meetings is to detect any potential deviations in the individual WPs, evaluate their effect on the overall project and define a contingency plan when necessary.
- Face to face meetings every 6 months: the overall progress of the project will be discussed with the participation of all members of the research and technical board, as well as the member of the supervisory board. A specific point in the agenda will be devoted to a meeting of the supervisory board.

<u>The duties</u> of the Technical Board can be summarized as follows:

- Work Package (WP) leaders are responsible for the project progression in their respective areas at the research and technical level. WP leaders shall notify the Coordinator of any event likely to affect the execution of the respective WP.
- Collect and organize information related to work executed under their respective WP. Elaborate an action plan and execute tasks to fulfil the action plan within their respective work packages.
- Monitor the creation of the deliverables and progress report of their Work Package (WP) and submit such reports to the Coordinator (procedures to be defined in D1.2)
- Timely submission of the deliverables in line with the delivery schedule
- Ensure timely communication with other work packages, contributing to implementation of the MuG objectives defined in the DOA, at technical meetings and at supervisory board meetings.
- Provide any additional information that the Coordinator may reasonably request aimed at complying with its obligations under the Grant Agreement and the Consortium Agreement.

2.3.1 Contact information - Work package leaders

Contacts for the work package leaders are as follows:

Work Package (leader)	Contact person	e-mail	
WP1 (IRB Barcelona)	Anna Montras	anna.montras@irbbarcelona.org	
WP2 (IRB Barcelona)	Anna Montras	anna.montras@irbbarcelona.org	
WP3 (CNAG-CRG)	Mike Goodstadt	mike.goodstadt@cnag.crg.eu	
WP4 (EMBL-EBI)	Andrew Yates	ayates@ebi.ac.uk	
WP5 (BSC)	Josep Lluís Gelpí	gelpi@ub.edu	
WP6 (UNOT)	Marco Pasi	marco.pasi@nottingham.ac.uk	
WP7 (CNRS)	Satish Sati	satish.sati@igh.cnrs.fr	





2.3.2 Contact information – Working groups

The following team has been appointed by the PIs and/or work package leaders, as the contact persons in the different relevant areas for discussion. The following groups represent a picture of the technical board members at the end of M3. It is foreseen that additional board members will be added throughout the project duration.

Working group /area of discussion	Contact person(s)	Contact info (e-mail)	
Multiscale	François Serra (CNAG-CRG)	francois.serra@cnag.crg.eu	
visualization (WP3)	Mike Goodstadt (CNAG-CRG)	mike.goodstadt@cnag.crg.eu	
	Satish Sati (CNRS)	satish.sati@igh.cnrs.fr	
	Adam Hospital (IRB)	adam.hospital@irbbarcelona.org	
	Cristina González (EMBL-EBI)	cyenyxe@ebi.ac.uk	
	Andrew Yates (EMBL-EBI)	ayates@ebi.ac.uk	
Data Management	Andrew Yates (EMBL-EBI)	ayates@ebi.ac.uk	
(WP4)	Cristina Yenyxe González (EBI)	cyenyxe@ebi.ac.uk	
	Josep Lluís Gelpí (BSC-Life)	gelpi@ub.edu	
	Javier Conejero (BSC-Computer)	francisco.conejero@bsc.es	
	François Serra (CNAG-CRG)	francois.serra@cnag.crg.eu	
	Adam Hospital (IRB)	adam.hospital@irbbarcelona.org	
Computational	Josep Lluís Gelpí (BSC – Life-Sciences)	gelpi@ub.edu	
infrastructure (WP5)	Javier Conejero (BSC-Computer)	francisco.conejero@bsc.es	
	Andrew Yates (EBI)	ayates@ebi.ac.uk	
	Cristina Yenyxe González (EBI)	cyenyxe@ebi.ac.uk	
	Marco Pasi (UNOT)	marco.pasi@nottingham.ac.uk	
	Adam Hospital (IRB)	adam.hospital@irbbarcelona.org	
Senescence &	Marco Pasi (UNOT)	marco.pasi@ibcp.fr	
analysis tools	Satish Sati (CNRS)	satish.sati@igh.cnrs.fr	
	François Serra (CNAG-CRG)	francois.serra@cnag.crg.eu	
	Mike Goodstadt (CNAG-CRG)	mike.goodstadt@cnag.crg.eu	
Yeast & analysis tools	Marco Pasi (UNOT)	marco.pasi@nottingham.ac.uk	
	Isabelle Brun-Heath (IRB Barcelona)	isabelle.heath@irbbarcelona.org	
	Jürgen Walther (IRB Barcelona)	juergen.walther@irbbarcelona.org	
	Mike Goodstadt (CNAG-CRG)	mike.goodstadt@cnag.crg.eu	
	François Serra (CNAG-CRG)	francois.serra@cnag.crg.eu	
	Adam Hospital (IRB Barcelona)	adam.hospital@irbbarcelona.org	
DNA simulation &	Marco Pasi (UNOT)	marco.pasi@nottingham.ac.uk	
analysis tools	Juan Fernández Recio (BSC)	juanf@bsc.es	





Mike Goodstadt (CNAG-CRG)	mike.goodstadt@cnag.crg.eu
François Serra (CNAG-CRG)	francois.serra@cnag.crg.eu
Adam Hospital (IRB)	adam.hospital@irbbarcelona.org

2.4 Supervisory Board

The **Supervisory Board** (SB) is the ultimate decision-making body of the Consortium.

Chairman of the supervisory board: Dr. Modesto Orozco (deputy Anna Montràs – Project Manager)

The supervisory board consists of one representative of each partner and is responsible for policies, monitoring the technical performance of the project and managing budgetary allocations.

<u>The duties</u> of the supervisory board are the following:

- Analyse outputs of different work packages and looks out for the overall project progress. To this end, the members meet periodically to evaluate overall project direction. Ultimate decisions on technical direction of the project must be approved by the Supervisory Board.
- Final revision of deliverables and reports and any publications prior to submission to EC /publication (detailed quality assurance procedure in D1.2).
- Responsible for all major decisions within the consortium that involve administrative, legal or financial procedures (detailed decision-making protocol defined in D1.2).
- Consultancy with the Scientific Advisory Board, primarily during annual SAB meetings.

Partner	Supervisory board member
IRB Barcelona	Modesto Orozco
	(Deputy: Anna Montras)
BSC	Josep Lluís Gelpí (BSC-Life Sciences Dpmt.)
	Rosa M Badia (BSC-Computer Sciences Dpmt.)
CNAG-CRG	Marc Martí-Renom
CNRS	Giacomo Cavalli
	(Deputy: Satish Sati)
University of Nottingham	Charles Laughton
EMBL-EBI	Andrew Yates

2.4.1 Supervisory Board Members list

3 FINANCIAL RESOURCES

According to *Article 21.2* of the Grant Agreement, the coordinator has distributed the pre-financing received from the EC (Table 1), providing the beneficiaries with a float to perform their research activities.





The pre-financing has been distributed according to the scheme described in Table 2, i.e. each beneficiary has received as advance payment equal to 45% of their maximum individual grant amount.

Table 1: Pre-financing amount received by the coordinator from the EC

Maximum grant amount	2.961.163,00€
Pre-financing (50%)	1.480.581,50€
Guarantee fund (5%) retained by EC	148.058,15€
Pre-financina amount to be distributed	1.332.523.35€

Table 2: Distribution scheme for the pre-financing.

	Max Grant Amount		Partner #	Short name	Amount pre-financing (€)
IRB	668.625,00€	23%	1	IRB	300.881,25€
BSC	470.250,00€	16%	2	BSC	211.612,50€
CRG	510.695,00€	17%	3	CRG	229.812,75€
CNRS	408.091,00€	14%	4	CNRS	183.640,95€
UNOT	335.547,00€	11%	5	UNOT	150.996,15€
EMBL	567.955,00€	19%	6	EMBL	255.579,75€
	2.961.163,00€	100%			

4 MANAGEMENT AND INTERNAL COMMUNICATION TOOLS

4.1 Basecamp

Basecamp is a web-based project management tool that provides the key functionalities required to facilitate daily information exchange among partners. Basecamp is meant as a tool for internal communication and exchange of information, where all participants can login and get an overview of project milestones and keep documentation organized.

- **Document repository:** a simple user-interface with a folders structure allows to keep all documentation filed in an organized way, facilitating search.
 - o Templates and logos
 - Dissemination materials
 - o Publications
 - o Deliverables and other reports
 - o Administrative documents (grant agreement, etc.)
- File exchange and collaborative tools: files can be kept organized in folders and several levels of sub-folders, which may contain:
 - o direct links to google docs posted directly into the folders
 - \circ collaborative documents can be created in-situ and edited in situ within the folders
 - Instant messaging and message board, allowing to keep all discussions organized.
- Scheduling: calendars where meetings and related events can be shared
- To do lists: facilitating monitoring of the project progress.
- Internal discussions: instant messaging, message board including automatic e-mail notification to selected users, etc.





All members of the project team, as described in section 2, have been granted access to the MuG basecamp account, which is also accessible via a link in the MuG project website (https://3.basecamp.com/3126297/projects/97795).

4.2 Meetings

This section describes the tools used for meetings and gives a global idea on meeting schedule. Additional procedures related to meetings: scheduling, agenda, minutes, etc. are defined in D1.2.

4.2.1 Remote

Skype has been selected as the preferred tool for videoconferencing and internal daily discussion within the consortium

- Ad-hoc technical meetings called by working group members from any work package. This includes informal meetings with partners of the same working group or other working groups to discuss specific tasks (via Skype, basecamp message board or even e-mail).
- **Technical Board meetings (monthly, by Skype):** where the progress of the different working groups is shared with others.
- Supervisory board meetings (3 months /as needed by Skype): the supervisory board analyses the progress of the working groups. The coordinator can call these meetings with more or less frequency and seek the advice of the supervisory board whenever monthly meetings of the technical working groups evidence deviations or decisions that might require the advice and decision-making capacity of the supervisory board.

4.2.2 Face to face meetings

Face to face meetings are expected every 6 months with the aim to enhance communication and monitor the overall progress. These meetings will be divided in two parts, including technical discussions (Technical Board Meeting) and a Supervisory Board meeting. The details of the meeting will be specified in the agenda (procedures in D1.2).

5 EXTERNAL SUPERVISION

5.1 Scientific Advisory board

The external scientific advisory board plays a key role in quality assurance, maximizing the visibility and relevance of the research conducted by the MuG project. It is considered that a SAB composed by 5 members with complementary expertise is suitable for the external quality assurance of the MuG project. The members of the SAB are appointed by the Supervisory Board and formal invitations have been issued by the coordinator. A chair of the SAB will be appointed as soon as the board composition is closed and the official launch of the board is due to take place.

Key roles and responsibilities of the SAB:

- To provide solicited and unsolicited advice to the Supervisory Board on quality assurance at all levels and strategic issues.
- As part of the quality assurance plan, to ensure excellence in the diverse scientific areas involved in the multidisciplinary MuG project.





- Advise on the suitability, implementation feasibility and contribute to promoting the timely acceptance of the project outputs, ensuring that the project developments respond to global needs of the user communities
- Advise on long-term requirements, issue recommendations to enhance the impact of the project and long-term sustainability of the VRE.
- Monitor key performance indicators
- Guidance on exploitation plan, including synergies and complementarity with other einfrastructures initiatives and interaction with industry.
- Main communication platform: annual face to face meetings SAB-SB and contribution to/revision of resulting minutes.

Further protocols related to the role of the scientific advisory board in quality assurance within the MuG project are discussed in D1.2 (Quality Plan).

Scientific Advisory Board Composition:

The MuG external Scientific Advisory Board is composed by 5 prominent experts in each one of the scientific disciplines that the project involves. The MuG SAB will be officially launched during M4 (February 2016).

LEADERS OF MAJOR COMPUTATIONAL INITIATIVES IN EUROPE			
Area of expertise	Member name, affiliation and specific expertise		
Molecular simulation and methodology	ERIK LINDAHL: Professor of Computational Biophysics and head of the division of Theoretical and Computational Biophysics and Science for Life Laboratory and Professor of Biophysics at Stockholm University (Sweden). He is director of the Bioinformatics research platform and vice-director of the Swedish e-Science Research Center. Member of the PRACE Scientific Steering Committee and member of the boards of directors of the Swedish National Infrastructure and Computing. Member of the GROMACS project, a molecular dynamics package		
	designed for simulations of proteins, lipids and nucleic acids.		
Grid Computing Technology	TIZIANA FERRARI: Holds a PhD in Electronics and Data Communications Engineering from the Universita' degli Studi in Bologna. Technical Director and member of the Executive Board of the European Grid Initiative (EGI) , aimed at supporting research and collaboration across Europe through seamless, instant access to computing resources in a wide range of scientific disciplines. She has been involved in grid operations since 2007. Promoter of the Open Science Commons.		
	COMPUTATIONAL STUDY OF NUCLEIC ACIDS		
Area of expertise	Member name, affiliation and specific expertise		
Computational study of nucleic acids, proteins and	<u>RICHARD LAVERY:</u> Group leader of the Bioinformatics: Structures and Interaction group at the Institute de <i>Biologie et Chimie des Protéines</i> , CNRS (Lyon, France), covering most aspects of structural bioinformatics, from genomic analysis to the prediction of macromolecular structures and		





biomacromolecular	interactions and the computer-aided design of new drugs. Dr. Lavery		
assemblies.	has led the development of novel software for biomolecular modelling		
	and conformational analysis, as well as a variety of databases and web-		
	based bioinformatics services for the community.		
	3D/4D GENOMICS		
Area of expertise	Member name, affiliation and specific expertise		
	MIGUEL BEATO:		
Chromatin structure and gene regulation	Senior Scientist and Group Leader of the Chromatin and Gene Expression Group within the Gene Regulation, Stem Cells and Cancer Programme at the Centre for Genomic Regulation in Barcelona (Spain).		
	Holder of ERC-Synergy grant "4D-genome: dynamics of human genome architecture in stable and temporal changes in gene expression" (2014-2019).		
	Since 1987, Beato is full Professor at Institut für Molekularbiologie und Tumorforschung (University of Marburg). From 2001 to 2011 Beato was also the director of the Centre for Genomic Regulation and coordinator of the Gene Regulation Programme.		
POLY	MER PHYSICS APPLIED TO CHROMOSOME DYNAMICS		
Area of expertise	Member name, affiliation and specific expertise		
Physics of cellular	<u>CÉDRIC VAILLANT</u>		
adaptation	Group leader Physics of Epigenome Regulation at the Laboratory of Physics, CNRS (Lyon, France). Vaillant's group focused in the development of quantitative models of epigenomic-based mechanisms of gene regulation involved in the short- and long-term cellular response.		

6 **REPORTING**

6.1 Continuous reporting

Daily management of technical and scientific tasks are the responsibility of work package leaders, who are in charge of ensuring the achievement of milestones and the completion of the deliverables.

The coordinator is in charge of submission of the deliverables to the EC participant portal once the revision process (details on revision process and quality assurance in D1.2) is completed.

Deadlines associated to continuous reporting are described in the Technical Annex (Annex I) of the Grant Agreement (Description of Action):

Milestone No	WP	Title	Deadline
MS1	1	First annual report submitted	M12
MS2	1	Second annual report submitted	M24
MS3	1	Third annual and final reports submitted	M36
MS4	2	Publication of project factsheet	M1
MS5	2	Setting the project website	M2

6.1.1 Milestones





MS6	MS6 2 Initial exploitation plan M18		M18
MS7	2	Final exploitation plan	M36
MS8	2	First training workshop	M18
MS9	2	Second training workshop	M36
MS10	3	JavaScript-based browser for 1D genomic data taking inputs 3D	M6
		models and genome annotations	
MS11	3	A working version of the 3D genome browser connecting 1D and 2D panels	M12
MS12	3	A working version of the 3D genome browser connecting 1D, 2D and 3D panels	M24
MS13	4	Establishment of open source software development infrastructure	M8
MS14	4	Publication of public data APIs	M18
MS15	4	Deployment of components to public and private clouds	M24
MS16	4	Online documentation and training materials available	M24
MS17	5	Early prototypes of the computational infrastructure	M10
MS18	5	User support tools available	M12
MS19	5	Programming models release	M22
MS20	5	Computational infrastructure final version	M34
MS21	6	Production of the first 3D/4D models of protein-DNA complexes	M6
MS22	6	4D data from the ABC project processed to generate database of	M6
		DNA sequence-flexibility relationship	
MS23	6	Tools to predict DNA sequence-flexibility relationship	M12
MS24	6	Comparison of software to calculate and analyse FISH data	M12
MS25	6	Comparison of software to calculate and analyse 3C data	M12
MS26	6	Comparison of different methodologies to add protein-induced perturbations into predictions of DNA sequence-flexibility relationship	M24
MS27	7	Production of 3D genome maps of normal cells as well as senescent cells	M18
MS28	7	Obtention of yeast Hi-C and FISH data	M18
MS29	7	ABC data entered into the MuG 3D/4D databases	M13
MS30	7	ABC data analysed and DNA sequence-dependent flexibility data obtained	M17
MS31	7	MuG databases and visualisers to identify TFs with binding coupled to DNA topological constraints	M21
MS32	7	Simulations of selected DNA-TFs complexes	M27
MS33	7	Analysis of TFs 3D/4D data and correlation with ABC predictions	M31

6.1.2 Deliverables

Deliverable No	Title	Deadline
D1.1	Project Handbook	M3
D1.2	Quality plan	M3
D2.1	Project fact sheet	M1
D2.2	Project website	M2
D2.3	Plan for dissemination and use of knowledge	M6
D2.4	Monitoring of the plan for dissemination and use of knowledge	M18



D2.5	Project's outputs	M36
D2.6	Initial exploitation plan based on market knowledge	M18
D2.7	Final exploitation plan based on market knowledge	M36
D2.8	Report on the MuG training programme	M36
D3.1	A critical evaluation of the problems on data structure the browser	M3
	has to solve	
D3.2	A browser-track that implements and connects all the 1D data from a	M12
	genome or a genomic domain	
D3.3	A browser-track that implements and connects all the 2D data from a	M12
	genome or a genomic domain	
D3.4	Preliminary browser-track that implements and connects all the 3D	M18
	data from a genome or genomic domain	
D3.5	Tailored implementation of browser to support pilot projects in WP7,	M24
	including the interface with the Yeast genome viewer	
D3.6	A 3D genome browser connecting all the 1D-2D-3D tracks. The	M24
	browser will allow different renderings of the upload coordinates	
D3.7	A first prototype of analysis tools for mining of the data provided by	M24
	the browser	
D4.1	A requirement specification document with the data types,	M6
	processing and data models needed	
D4.2	Data Management plan	M6
D4.3	Pipelines design and implementation	M12
D4.4	Database and ETL design and implementation	M18
D4.5	Data access API specification and implementation	M24
D4.6	Benchmarks and documentation	M36
D5.1	Computational infrastructure set-up	M12
D5.2	Computational infrastructure components implementation	M24
D5.3	Final computational infrastructure and its components	M36
D6.1	Design of computational architecture of software modules	M12
D6.2	Software tools of protein-DNA interactions	M12
D6.3	Software tools linking multiresolution structural and simulation data	M36
D6.4	Software tools on 3C interaction data	M36
D6.5	Software tools on analysis of single-cell experiments	M36
D7.1	Report on the use of MuG VRE on the senescence project	M36
D7.2	Report on the use of MuG VRE on the integration of whole yeast	M36
	genome data	
D7.3	Report on the use of MuG VRE on the integration of DNA simulation	M36
	data	

6.2 Periodic reports

Reporting periods are established in the Grant Agreement (Article 20). Two reporting periods are established for this action (article 20.2). A full technical and financial report shall be submitted within 60 days of the end of each reporting period.

- RP1: from month 1 to month 18
- RP2: from month 19 to month 36

Reporting templates are available for download from the EC participant portal. An updated copy will be kept in the internal basecamp account used for document exchange.





http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodicrep_en.pdf

In addition, annual technical reports shall be submitted to EC, explaining the main achievements (MS1, MS2 and MS3).

Internal procedures for quality assurance in report preparation are described in D1.2.

7 TEMPLATES AND VISUAL IMAGE

During the first two months of the project, a visual image was developed, including the creation of a project logo and factsheet (D2.1). The factsheet, as well as the project website and all templates have incorporated the project logo design concept. All project templates, including the project and partner logos ready for use in the right resolution are available in the basecamp server.



Figure 2: All partners have easy access to the logos and templates from the MuG basecamp. <u>https://3.basecamp.com/3126297/buckets/97795/vaults/28602951</u>

7.1 MuG project logo









Multiscale Complex Genomics

7.2 Templates and format codes

7.2.1 Deliverables

During the first months of the project, a deliverable template has been created, which is available to all partners to download for use in any deliverable reports to be submitted throughout the project.

https://3.basecamp.com/3126297/buckets/97795/uploads/39904283

The template includes the following information:

- Project acronym, title and logo
- Call and topic
- Grant agreement number
- Project start date and duration
- Information on EU funding and EU emblem
- Deliverable number and title
- Lead beneficiary
- Dissemination level
- Submission date
- Document history
- Table of contents
- Executive summary

The deliverable template can be found in Annex I.

7.2.2 Presentations

A template to be used in MuG-related presentations has been created and is available for download from basecamp.

https://3.basecamp.com/3126297/buckets/97795/uploads/42774059

Images of the powerpoint template can be found in Annex II.





7.2.3 Colour codes

The colour codes of the project logo are described below. These colours have already been used in the abovementioned templates. The same colour codes should be used in any additional documents created by the partners related to MuG.



3.	0	80	107	#00506B
4.	0	107	143	#006B8F
5.	0	122	159	#007A9F

3.	4. 5.	





8 ANNEX I: Deliverable template



Multiscale Complex Genomics



Project Acronym: MuG Project title: Multi-Scale Complex Genomics (MuG) Call: H2020-EINFRA-2015-1 Topic: EINFRA-9-2015 Project Number: 676556 Project Coordinator: Institute for Research in Biomedicine (IRB Barcelona) Project start date: 1/11/2015 Duration: 36 months

Deliverable x.x: deliverable title

Lead beneficiary: Institute for Research in Biomedicine (IRB Barcelona) Dissemination level: PUBLIC

Due date: xx/xx/20xx Actual submission date: xx/xx/20xx

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This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 676556.







Document history

Version	Contributor(s)	Partner	Date	Comments
0.1			xx/xx/20xx	First draft
0.2				
0.3				



MuG-H2020-EINFRA-2015-1- 676556 Deliverable x.x - Deliverable title

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9 Annex II: Presentation template







Multiscale Complex Genomics 2
Multiscale Complex Genomics
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This project has received funding from the European Union's Homeon 2020 research and innovation programme under grant agreement No 676556.