



FAMILY

“Running in the FAMILY – Understanding and predicting the intergenerational transmission of mental illness”

Grant Agreement number: 101057529

Deliverable 9.1 Website - internal part online

Workpackage: WP 9
Task: T 9.1
Due Date: 30th March 2023 (M6)
Actual Submission Date: 29th December 2022 (M3)
Project Dates: Project Start Date: October 01, 2022
Project Duration: 60 months
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Contributors: na

Project funded by the European Commission within HORIZON-HLTH-2021-STAYHLTH-01-02: Towards a molecular and neurobiological understanding of mental health and mental illness for the benefit of citizens and patients?		
Dissemination Level		
PU	Public — fully open (automatically posted online)	
SEN	Sensitive — limited under the conditions of the Grant Agreement	X

Document History:

Version	Date	Changes	From	Review
V1.0	19/12/2022	Draft version	Juliane Dittrich	Neeltje van Haren (EMC), Veronika Picmanova (concentris)
V.1.0	29/12/2022	Final version	Juliane Dittrich	

Open Issues – not applicable

SUMMARY

FAMILY has a password-protected website for internal use, which was presented at the Kick off meeting (Nov 2nd) launched online on 10th November 2022. All FAMILY members have received individual login details to access the internal website and a manual how to work with the intranet.

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1 INTRODUCTION

1.1 Purpose and Scope

The website's intranet serves as a centralized and safe file exchange platform for all the FAMILY members. Important reference documents for FAMILY (such as the Grant Agreement and Consortium Agreement) and useful templates are stored safely in the file section (Figure 1). Manuscripts and project-related documents will be uploaded to this platform throughout the project lifecycle.

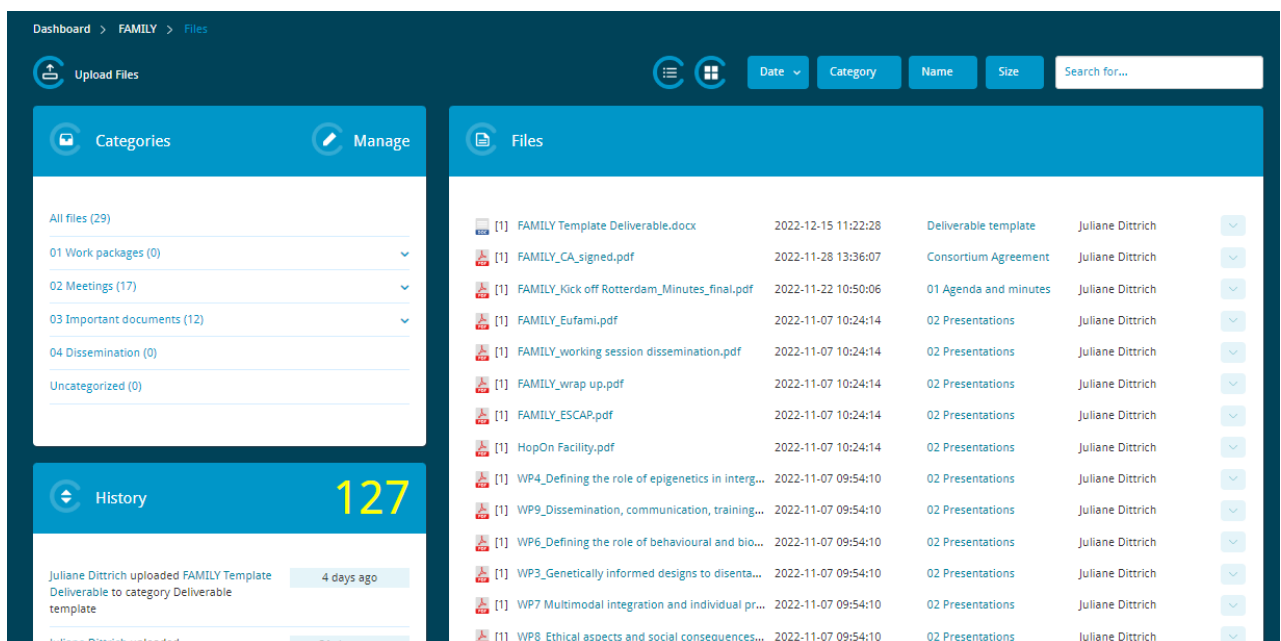
The website also contains a participant registration tool for project meetings and an internal task manager, which provides an overview of the project progress with a reminder and notification function (Figure 2). Furthermore, the website offers other functions, such as a participant directory, which lists the contact details of all FAMILY members, and a calendar that can be used internally.

1.2 References to other FAMILY Documents

- FAMILY DoA

































2 CHAPTER 2: WORK WITH THE FAMILY INTRANET

2.1 FAMILY internal file exchange platform



Each WP has its own folder, and can add documents and sub-categories. It is possible to upload Google documents for facilitating working together in one document.

2.2 FAMILY internal task manager

Action	Title	Leader	Progress	Status	Deadline	Comments
<input type="checkbox"/>  	WP.1 Project management and scientific coordination	Neeltje van Haren	14 %		2027-09-30	-
<input type="checkbox"/>   	Milestone No 1 Kick-off meeting: 1st GA and SC meeting	Neeltje van Haren	100 %		2022-10-31	2022-10-19: Nov 2-4
<input type="checkbox"/>    	D1.4 1st report and plan for gender balance	Neeltje van Haren	0 %		2023-03-31	-
<input type="checkbox"/>    	D1.1 1st report about feedback from SEAB	Juliane Dittrich	0 %		2023-06-30	-
<input type="checkbox"/>    	D1.2 2nd report about feedback from SEAB	Juliane Dittrich	0 %		2025-01-31	-
<input type="checkbox"/>    	D1.5 2nd report and plan for gender balance	Juliane Dittrich	0 %		2025-03-31	-
<input type="checkbox"/>    	D1.3 3rd report about feedback from SEAB	Juliane Dittrich	0 %		2026-07-31	-
<input type="checkbox"/>    	D1.6 Final report on gender balance	Juliane Dittrich	0 %		2027-03-31	-
<input type="checkbox"/>  	WP.2 Data management, harmonisation and infrastructure	Ryan Muetzel	0 %		2027-09-30	-

The internal task manager allows the FAMILY WP leads to monitor the progress and to get an overview and communicate with others.

The partners receive automatic reminders that are relevant to them on the deliverables and milestones that are due. To keep record, it is possible to add the progress in %, and a brief progress update. Any selected FAMILY partner can then be informed about the update. Also, there is the possibility to follow a specific WP, or certain tasks or activities.

ACKNOWLEDGEMENT

Funded by the European Union, the Swiss State Secretariat for Education, Research and Innovation (SERI) and the UK Research and Innovation (UKRI) under the UK government's Horizon Europe funding guarantee'. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union, or the European Research Executive Agency (REA), the SERI or the UK Research and Innovation (UKRI). Neither the European Union nor the granting authorities can be held responsible for them.