Guidance for Creating SPIRE Project Output Summaries – v2 August 2019

Background

A new section on the SPIRE website has been developed[1] to enable a wide range of stakeholders, from industry to academia and the public sector, to search and browse outputs from projects across the SPIRE portfolio more easily (e.g. educational resources, images, reports, videos, case studies, technology summaries) via: https://www.spire2030.eu/projects/outputs

Choosing what to make into Project Output Summaries

A project output summary can be made for a single output or groups of outputs (e.g. several images of a demonstrator site, or a single *Deliverable* report). Importantly, the outputs are likely to be of more use when adaptable and flexible to be used by end-users, such as education and training providers, to develop new resources (e.g. an image/ diagram of how a technology works, a data set from an LCA study, rather than just formatted case studies). Consequently, projects may wish to consider uploading both 'complete' reports/ case studies and individual elements from these outputs.
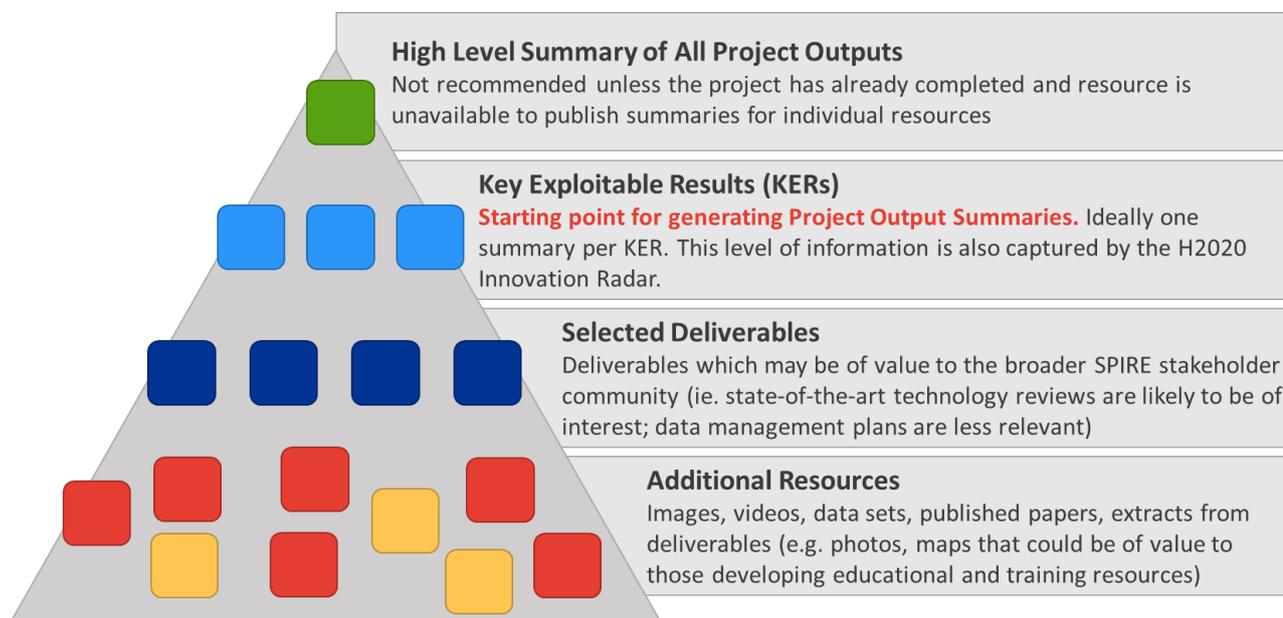

High Level Summary of All Project Outputs
Not recommended unless the project has already completed and resource is unavailable to publish summaries for individual resources

Key Exploitable Results (KERs)
Starting point for generating Project Output Summaries. Ideally one summary per KER. This level of information is also captured by the H2020 Innovation Radar.

Selected Deliverables
Deliverables which may be of value to the broader SPIRE stakeholder community (ie. state-of-the-art technology reviews are likely to be of interest; data management plans are less relevant)

Additional Resources
Images, videos, data sets, published papers, extracts from deliverables (e.g. photos, maps that could be of value to those developing educational and training resources)

Figure 1 - Hierarchy for Selection of Project Output Summaries

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[1] As part of Project SPRING work to enhance the impact of SPIRE projects, following conclusions from April 2018 Workshop – *From Collaborative Projects to Education and Training Resources*

Creating a new Project Output Summary

1. Login to SPIRE user site

Output summaries are created in the same way that projects create news/ events posts for SPIRE-hosted websites. If you already have an account, log in via: www.spire2030.eu/user

If you don't have an account, or if your website is hosted on a different platform, contact the SPIRE team to get a login for your project: https://www.spire2030.eu/contact-aspire

2. Go to Output Admin

Under Project Outputs, click Admin:
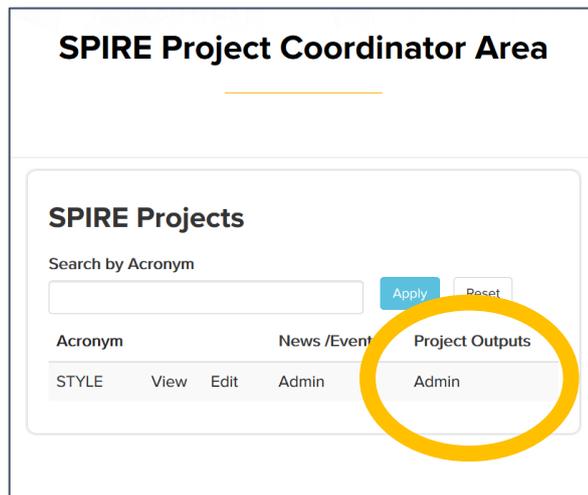
Figure 2 - Navigating to Project Outputs Admin

3. Create and Manage Project Output Summaries

From the Output Admin screen, you have options for creating output summaries from a blank sheet, via 'Add', or you can Edit/ Delete existing output summaries. The table also indicates whether an output summary has been published on the SPIRE site – to change the published status, go to Edit Output. If you want to see how an output looks in the final format (whether published or not), click on the title of the output:

Figure 3 - Project Output Summary Admin Screen

TOP TIP: Several sections in each project output summary will be the same/ similar for all of your outputs. To save having to enter the same information several times, we recommend creating a default template for your project, with logos/ links/ themes/ default keywords etc. Don't publish this, but you can then start a new output by cloning this template...

4. Starting from a clone

If you want to create a new output summary by copying information already entered, click on the title of your template/ existing output, then select "Clone this Output":

Figure 4 - Link to Clone Outputs

5. Entering Project Output Summary Information

Entering information for Project Output Summaries uses the same interface as for News and Events items. Most of the input sections allow Rich html content to be included, so it is possible to include formatted text, images etc.

The sections available for content are:

Project – The list of available projects should only be ones linked to your login

Title – What is/ are the outputs? Make it as accessible as possible; try not to use acronyms or jargon and sure it makes sense when alongside outputs from other projects, not just on your project website.

| Good example titles ✓	Less useful titles ✘
- EPOS Technology Focus - Wastewater and Other Liquids - STYLE Recommendations Roadmap - Industry stakeholder survey on usage of control optimisation software - Map of steel processing sites across EU - New pressure sensor technology for high temperature process environments (>1000 C)	- Deliverable 3.1 - Summary report - Project X - Software tool

Summary – A free text section to summarise what your outputs are, who might get value from using them etc. Images/ videos can be embedded directly in this section too. Remember that the first ~4 lines are what will appear in search results for those looking for information, so put the most interesting information first. For reports or papers that already have abstract text prepared, this can be copied and pasted directly into this field.

Some projects have chosen to link directly to reports/ media from the summary section, rather than putting links/ documents in the *Resources* section; this is ok as long as it is clear that readers may have to click on an image/ text to get to the relevant resource.

Summary:

EPOS Technology Focus: Within the scope of the EPOS project, extensive literature and market research reviews were performed in order to identify different technological, organisational, service and management solutions that could be applied to different industrial sites and clusters. The collected information will aid in establishing on-site and/or cross-sectorial industrial symbiosis opportunities; additionally, to enhance overall sustainability, performance and resource efficiency of different process industry sectors. Through the cooperation of project partners, a longlist of different technological options was created. Resource material for this list included: scientific articles, project reports, manufacturer's documentation and datasheets.

Solids: Solid waste and other by-products can be utilised in many ways in order to achieve resource efficiency and industrial symbiosis. Two of the most common options for the utilisation of solid wastes are re-use and recycling. These are often used in the waste streams of plastics and metals. Re-use and recycling of solid waste is, in some cases, not feasible, e.g. due to highly contaminated waste. In such cases, the solid waste can be used for energy production through incineration, producing heat, steam or electricity. Energy valorisation of the solid wastes is especially practical, as it can have caloric content.
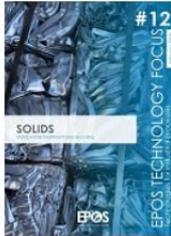
Trommel separator (drum screen)
High-frequency vibrating screen
Density separation – liquid principle
Magnetic density separation – liquid principle
X-ray separation and sorting
Near infrared separation and sorting
Magnetic separation of ferrous metals
Eddy current separator
Shredding and grinding
Cryogenic grinding
Pelletising and agglomeration

Metal waste treatment and recycling
Pyrometallurgy
Hydrometallurgy
Electrometallurgy

Figure 5 - Example Summary Section with Embedded Report Links

Logos – Space to upload your project logo. If more than one project was involved in an output, you will need to combine the logos into a single image file. It is advisable to add this to a Project Output template for your project.

Project Description – Information that is recommended for this section:

- A link to the project website
- A *brief* description of the project (ideally not more than the Output Summary text)
- EU funding disclaimer (including Grant Agreement number).

It is advisable to add this section to a Project Output template for your project.

Figure 6 - Example Project Description

Theme – Select the project theme under which your project was funded.

Keywords – Free text input of relevant keywords, with comma separators.

Figure 7 - Example Keywords

Resources – This space allows you to include the outputs or put links to where they are available (e.g. permanent data repository, journal digital object identifier 'doi', location on external website).
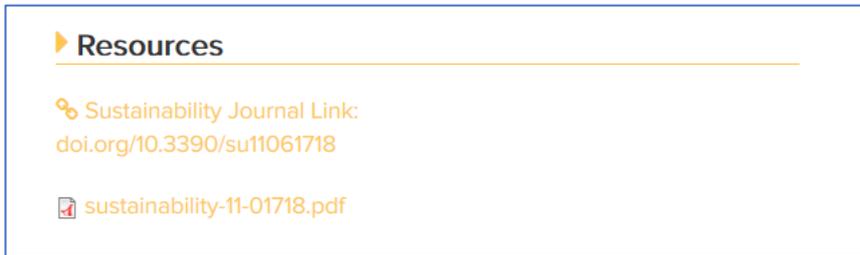

Figure 8 - Resources Example Showing Option to Either Provide Link To External Site (optional to include link address), or to an Upload of the Resource with Icon

Text can also be included in this section via the 'Files Description' input box.

Advisory Notes – Please use this section to describe the boundaries/ limitations/ assumptions related to your outputs. Examples for this include:

- Temperature range over which a technology was tested
- Databases used to make calculations
- Operating systems that software will/ will not work on
- Additional work that will be done later in the project which may affect the outputs

Sectors – Select which SPIRE sectors are of relevance to the output. These will automatically be illustrated by SPIRE sector icons on the published output summary.
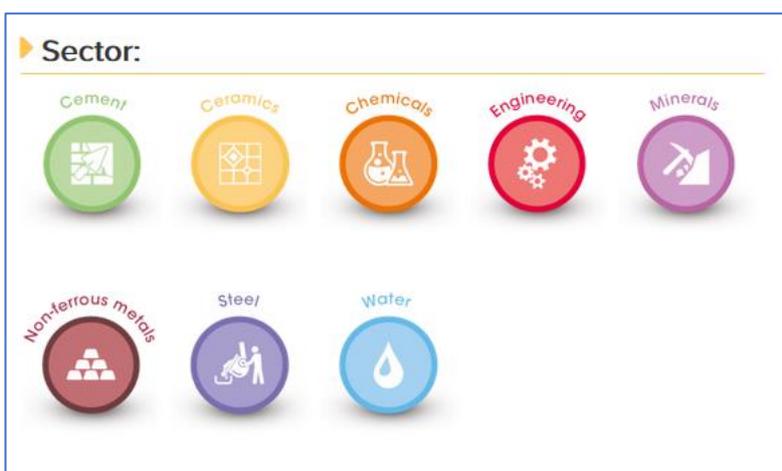

Figure 9 - Example Published Sector Section with All Sectors Selected

Rights – Options include:
- N/A (not applicable)
- Open Access (free public usage)
- Paid Public Access (e.g. journal publication)
- Restricted Access (e.g. detail currently only available to consortium, or potential available subject to additional agreements)

The Rights icon selected will also appear on the Projects Output Summary main page.

Rights Description – Space to provide more information on the rights restrictions (e.g. please contact x to discuss access to this information)
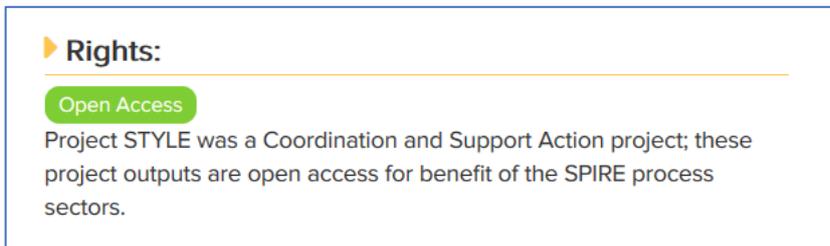

Figure 10 - Example Rights Icon and Description

Type – Multiple boxes can be selected. The selected icons will also appear on the Project Output Summary main page.
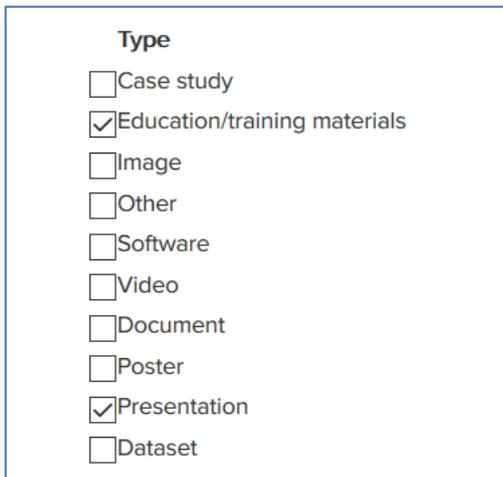

Figure 11 - Options for Type of Project Output

Contact Name/ Email – Recommend including an email that will also be relevant once the project has completed.

Published – Use the checkbox to toggle whether the output summary is live on the SPIRE site.

For any feedback or questions about Project Output Summaries or this guidance, please use the SPIRE Coordinators Network Group: https://www.linkedin.com/groups/8525162

SPRING

Setting the Framework for Enhanced Impact of SPIRE Projects

For more information about the SPRING project, see:

www.spire2030.eu/spring

http://www.twitter.com/H2020SPRING