



D 1.1 Project Toolbox

Project no. 644367

Project acronym: MY-WAY

Project title: Strengthening the web entrepreneurship ecosystem and the services offered across the chain of actors by actively engaging student networks and student entrepreneurship centres

Instrument: Horizon 2020 ICT-13-2014

Start date of project: 01.01.2015

Duration: 24 month

Deliverable title: D1.1 Project Toolbox

Due date of deliverable: Month 1

Organisation name of lead contractor for this deliverable: Europa Media (P1)

Author list:

Name	Organisation
Gabriella Lovasz	Europa Media
Krisztina Varga-Toth	Europa Media

Dissemination Level

PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	X
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

History

Version	Date	Reason	Revised by
01	01/02/2015	Final Version	Europa Media

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MY-WAY
in web
entrepreneurship



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 644367.

Executive Summary

The Project Toolbox has been developed by the coordinator, Europa Media in order to support the overall project implementation. Some of the partners are newcomers with less experience in the implementation of the EU-funded projects therefore this kind of support will be useful for them and also for the other Partners.

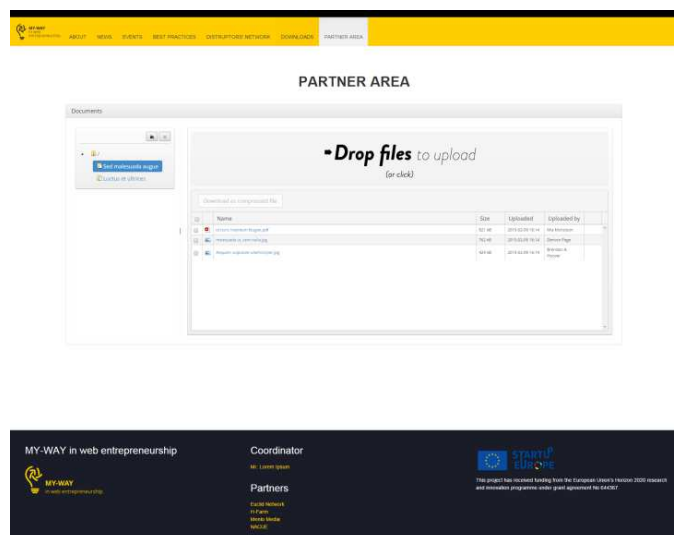
The Project Toolbox provides a set of user-friendly guidelines and support structures for Partners with regards to consortium meetings and workshops, internal communication mechanisms (including the use of web services), H2020 rules for implementing projects (reporting, financial, etc.), as well as IPR issues.

The Project Toolbox is available on the Partner Area of the website of the project at: <http://mywaystartup.eu/> , and in the MY-WAY Dropbox folder. The access to these folders is password protected; only the consortium partners can see and edit the documents.

Content of the Project Toolbox

The Project Toolbox includes:


- **Official documentation:** ECGA, DoA
- **Consortium Agreement**
- **Official guidelines:** Reporting, financial and other guidelines prepared by the Commission
- **Work Plan** and schedule for 6 months – a list of results to be achieved, documents to be submitted, including responsible partner(s)/person(s), deadlines, review stages (template saved, to be filled in before/after kick-off). This document is regularly updated/monitored (min. quarterly)
- **Internal Reporting Template** (Technical and Financial)
- **Dissemination and Exploitation Reporting template** (Excel sheet)
- **Minutes of all meetings** (at the end of the minutes there is the list of common decisions, task schedule that partners can check anytime)
- **Contact list**
- **Template for potential event where the partners can disseminate the results**
- **Other to be added later:**
 - Guide to the Participant Portal with screenshots
 - Guideline on EU project management tasks linked to MY-WAY
 - Deliverables related to the project implementation (e.g. The Quality Assurance Plan)



A few examples of the uploaded documents in the Toolbox

1. MY-WAY project ECGA

Grant Agreement number: 644367 — MY-WAY — H2020-ICT-2014/H2020-ICT-2014-1

 Ref. Ares(2014)3835952 - 18/11/2014



ICT-13-2014: Web Entrepreneurship

Grant agreement for: Coordination & support action

Grant Agreement

Action acronym: MY-WAY

Action full title: "Strengthening the web entrepreneurship ecosystem people by creating a pan-European network of actively engaged entrepreneurship centres"

Grant agreement no: 644367

GRANT AGREEMENT
NUMBER — 644367 — MY-WAY

This Agreement ('the Agreement') is between the following parties:
on the one part,
the European Union ('the EU'), represented by the European Commission ('the Commission'),
represented for the purposes of signature of this Agreement by Head of Unit, Ioannis MALEKOS,
and
on the other part,
1. 'the coordinator':
EUROPA MEDIA SZOLGALTATO NON PROFITKOZHASZNU KFT (EUROPA MEDIA)
KFT, 0109918081, established in ZAHONY UTCA 7, BUDAPEST 1031, Hungary, HU21905955,
represented for the purposes of signing the Agreement by Managing director, Gabriella LOVASZ
and the following other beneficiaries, if they sign their 'Accession Form' (see Annex 3 and Article 56):

TERMS AND CONDITIONS

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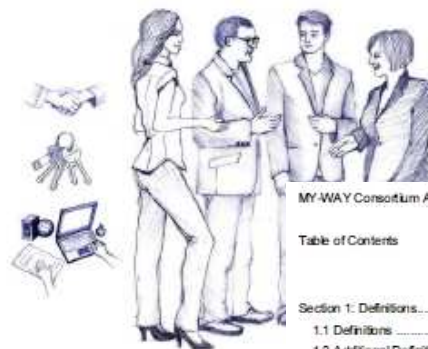
2. MY-WAY project CA

Consortium Agreement

H2020 - H2020-ICT-2014-1
644367 - MY-WAY

Strengthening the web entrepreneurship ecosystem and the services offered across the chain of actors by actively engaging student networks and student entrepreneurship centres

ICT-13-2014 – Coordination activities in the area of web entrepreneurship, CSA



MY-WAY Consortium Agreement, version 2, November 2014

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access to services/infor
access to t



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3. MY-WAY project DoA

**Annex 1 to the Grant Agreement 644367
(Description of the Action)
Part B**

MY-WAY

Title of the Project

Strengthening the web entrepreneurship ecosystem and the services offered across the chain of actors by actively engaging student networks and student entrepreneurship centres

Topic targeted, Project type

ICT-13-2014 – Coordination activities in the area of web entrepreneurship, CSA



*Collaboration,
access to services/information/support –
access to talent*

History of changes

2.1.1 and 2.1.2 have been updated according to the comments of the evaluators and the information received from the Europe:

The platform and web-based tool from thus the DoA has been modified in all including 2.1.2 Concept and Approach

2.2.2 Measures to maximise impact ha

Work package 5 has been modified, th have been modified

2.3.4 Profiles of the partners have bee (presidency)

Subcontracting has been changed

2.3.6.1 Ethics has been modified

MY-WAY Grant Agreement No: 644367

Description of the Action

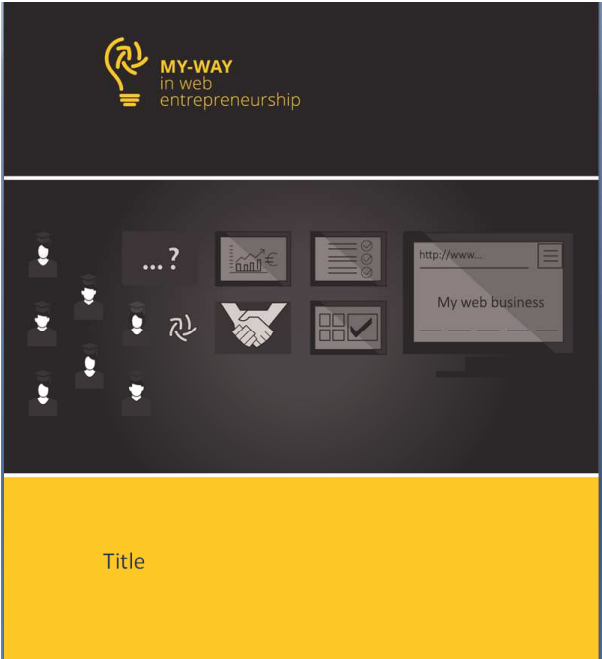
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4. Events for MY-WAY (excel)

Events for MY-WAY										
Objective: to gather a number of events where MY-WAY results can be showcased										
Proposed by	Interested Partners	Name	Date	Place	Type of Event	Link	Deadlines	Fees	Notes	

5. MY-WAY project deliverable template (word)




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