Institute Report Template

**Executive Summary**

*Provide the executive summary both in Greek and English (Maximum 2 pages each)*

# Introduction and Background

## Brief History of the Institute

*(Maximum 1 page)*

## Mission, Scientific Identity and Distinctive Character of the Institute

*(Maximum 1 page)*

## Scientific Orientation of the Institute

1. ***Current scientific directions and thematic priorities***
2. ***Support schemes for the reported directions and priorities***

## Self-assessment and Future Planning

*Provide the following information:*

1. ***Assessment of current strengths and weaknesses (SWOT analysis)***
2. ***Summary of the actions to maintain and augment the scientific excellence of the Institute***
3. ***Needs and assumptions for carrying out the envisioned plan***
   * *Infrastructures*
   * *New Researchers and Support personnel*
   * *Other*

# Organizational Structure

## Institute Organogram

*(Maximum 1 page)*

## Research Groups

*Provide a list or short description (maximum 1 page) if applicable or include links to the corresponding web sites. Each Research Group identified in this section will have to provide a report according to the specified template (see the section “Research Group Template Report”).*

## Research Facilities and Support Units

*Provide a list and a short description of available infrastructure, services provided and links to the corresponding web sites. Describe if and how the infrastructure is available to scientists in other Institutes and Universities and, if so, what is the relative usage.*

## Scientific Council

*List the Institute’s Scientific Council members active during the period and report on its regular processes (frequency and topic coverage of the meetings).*

## Personnel

*Fill in the following tables with the corresponding information.*

**Table 2‑1: Permanent Researchers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Researcher Name** | **Position[[1]](#footnote-1)** | **Year joining the Institute** | **Year departing from the Institute** | **Year(s) of promotion** |
|  |  |  |  |  |
|  |  |  |  |  |

**Table 2‑2: All Personnel**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personnel Totals** | **2018** | | **2019** | | **2020** | | **2021** | |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
| Researchers[[2]](#footnote-2) |  |  |  |  |  |  |  |  |
| Collaborating University Faculty |  |  |  |  |  |  |  |  |
| Adjunct, part-time, visiting Researchers |  |  |  |  |  |  |  |  |
| Staff Scientists and Technicians |  |  |  |  |  |  |  |  |
| Post-doctoral Researchers (on contract) |  |  |  |  |  |  |  |  |
| Research Associates (on contract) |  |  |  |  |  |  |  |  |
| PhD Students (on contract) |  |  |  |  |  |  |  |  |
| Administrative Personnel (permanent or on contract) |  |  |  |  |  |  |  |  |
| Master and Undergraduate Students |  |  |  |  |  |  |  |  |
| Other Personnel |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

Please note that Table 2-2 must also be filled in the corresponding Annex on RIview platform.

# Administration and Management Policies and Practices

*Provide information on the following:*

1. ***Policies and practices for financial management and Access policies to Facilities.***

*Maximum 1 page description including for example the following:*

* + *Overhead policy*
  + *Description of the budget allocation during the review period.*
  + *Service charges of the Facilities or Support Units*
  + *Rules and practices regarding budget allocation for maintenance of Common Facilities, and if applicable fees structure for usage (e.g., internal and external users)*

1. ***Management of the Human Potential***

*Maximum 1 page describing the relevant policies and practices, including the following:*

* + *Selection process for personnel recruitment. Criteria for evaluation, additional (if any) procedures besides the committees required by the Law.*
  + *Support policy for newly recruited researchers, e.g., start-up funding, other types of financial support, mentoring.*
  + *Support policy for other personnel categories.*

1. ***Measures for promoting Equality, Diversity and Inclusion***
   * *Provide description (or web site link) about any policy in place and/or statistics (if available) demonstrating discrimination-free practices at the levels of recruitment, career progression, pay and benefits, training and development.*
   * *Provide description (or web site link) about practices to implement Gender Equality issues at the Institute.*
   * *Provide information (or web site link) about the Institute’s Gender Equality Action Plan (if different from the Center’s Plan)*
2. ***Policy and Regulations enforcing Ethics in Research and Scientific Integrity***
   * *Provide description (or web site link) about the work of the Ethics Committee of the Institute (if different from the Center’s Ethics Committee).*
   * *Provide information (or web site link) about the Code of Conduct and Scientific Integrity policy of the Institute (if different from the Center’s Policy).*
   * *Provide information about the processes implemented for conflict resolution in cases of scientific misconduct, authorship disputes, harassment or discrimination.*
   * *Provide information (or web link) about the Institute Scientific Data Management Plan (if applicable) and Personal Data Protection Policy (GDPR).*
3. ***Partnerships, strategic alliances***
   * *Describe Partnerships or Strategic Alliances of the Institute with other Greek or foreign Research Centers, Universities, Companies, and the content of collaboration (add also links to corresponding web sites).*
4. ***Scientific exchanges and collaborations***
   * *Describe the regular scientific exchange activities within the Institute during the period (i.e., Internal Seminars, Horizontal Thematic Seminars, Retreats, Invited Speaker Lectures, others). Provide a list of Invited Speakers (or web site link to the Invited talks).*
   * *Describe the means of promoting collaborations between the Research Groups within the Institute. Provide a list of publications resulting from collaborations within the Institute.*
   * *Describe the means of promoting interdisciplinary collaborations with Groups of other Institutes of the Center or Partner organizations. Provide a list of publications resulting from such collaborations.*

# Financial Situation of the Institute

*Fill in the following tables with the corresponding information.*

**Table 4‑1: Governmental Funds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2018** | **2019** | **2020** | **2021** |
| **Regular Budget** |  |  |  |  |
| **Matching Funds** |  |  |  |  |
| **TOTAL** |  |  |  |  |

**Table 4‑2: Competitive Grants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2018** | **2019** | **2020** | **2021** |
| **Greek Programmes** |  |  |  |  |
| **EC Programmes** |  |  |  |  |
| **Other International** |  |  |  |  |
| **Private Funding** |  |  |  |  |
| **Other** |  |  |  |  |
| **TOTAL** |  |  |  |  |

**Table 4‑3: Common Expenses (not including Salary Costs)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2018** | **2019** | **2020** | **2021** |
| **Operational costs (electricity, water etc.)** |  |  |  |  |
| **Buildings & maintenance** |  |  |  |  |
| **Instruments & maintenance** |  |  |  |  |
| **Educational (e.g., invited speakers, journal subscription etc.)** |  |  |  |  |
| **Travel** |  |  |  |  |
| **Other** |  |  |  |  |
| **TOTAL** |  |  |  |  |

**Table 4‑4: Operational Costs for Facilities and Infrastructures (if applicable - to be filled for each facility)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2018** | **2019** | **2020** | **2021** |
| **Salary cost from Central Budget** |  |  |  |  |
| **Salary cost of non-permanent staff** |  |  |  |  |
| **Instruments & maintenance** |  |  |  |  |
| **Consumables** |  |  |  |  |
| **Other** |  |  |  |  |
| **TOTAL** |  |  |  |  |

*Please note that Tables 4-1, 4-2, 4-3, 4-4 must also be filled in the corresponding Annexes on RIview platform.*

# Results & Achievements

## Bibliometric Output

*Fill in the following table with the corresponding information.*

**Table 5‑1: Bibliometric Output**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2018** | **2019** | **2020** | **2021** | **TOTAL** |
| Journal Publications |  |  |  |  |  |
| International conference proceedings |  |  |  |  |  |
| Other conferences |  |  |  |  |  |
| Book chapters |  |  |  |  |  |
| Books - monographs |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |
| Citations |  |  |  |  |  |

*Please note that Table 5-1 must also be filled in the corresponding Annex on RIview platform.*

*Journals Impact Factor*

*Provide the annual distribution of Institute’s Journal Publications in Q1, Q2, Q3, Q4 quartiles for the period 2018-2021.*

## Training and Educational Activities

*Provide information on the following:*

1. ***PhD Programs***
   * *Provide short description of the activities and the number of students trained at the Institute and awarded a PhD degree during the period*
2. ***MSc Programs***
   * *Provide a short description of the activities and the number of students trained at the Institute and awarded a master’s degree during the period.*
3. ***Undergraduate Students, Internships***
   * *Provide short description of the activities and the number of undergraduate theses supervised, and the internships performed in the Institute during the period*
4. ***Other Mentoring activities and actions to support career development of the trainees***
   * *Provide short description of other activities, including training courses, summer schools, etc. in the Institute during the period*

## Innovation and Intellectual Property

*Provide information about the following:*

1. ***New IP, patents generated during the period***
   * *Provide information including Names of Inventors, Title of IP, Date filed.*
2. ***Creation of new spin-off and start-up companies during the period***
   * *Provide information including Company Name, Institute Members role, short (one paragraph) description about the scope of the Company.*
3. ***Participation in Greek or foreign companies***
4. ***Income from Royalties or exploitation of IP during the period***
5. ***Description of TTO office (if applicable) and practices to promote generation and exploitation of new IP.***
6. ***Other commercial activities***

## Awards and Distinctions

*List possible major Scientific Awards and Distinctions received by the members of the Institute during the period.*

## Societal Impact

*Provide information about the following topics (when applicable):*

1. ***Dissemination and outreach activities to the public***
2. ***Services and Applications for public health***
3. ***Training and educational activities targeted for the public***
4. ***Other activities with socio-economic impact***

# Additional Information

*In this section you may provide any additional information not included in the above sections (optional completion, maximum 2 pages).*

1. Research personnel A, B, C (this includes Researchers and Specific Operations Scientists (ELE)) [↑](#footnote-ref-1)
2. From Table 2-1 [↑](#footnote-ref-2)