



Capacities/Research Potential  
FP7-REGPOT-2012-2013-1

Project No. 316254

**BASTION**

*“From Basic to Translational Research in Oncology”*

## Deliverable D6.6

### Report on management activities II

Project start date:	1.09.2012
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Dissemination level:	PUBLIC



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### Attachments:

- 1 – Agenda of the First Evaluation Meeting
- 2 – List of participants
- 3 – Activity Schedule

All deliverables are available on BASTION Webpage: <http://bastion.wum.edu.pl/raporty/>

## Introduction

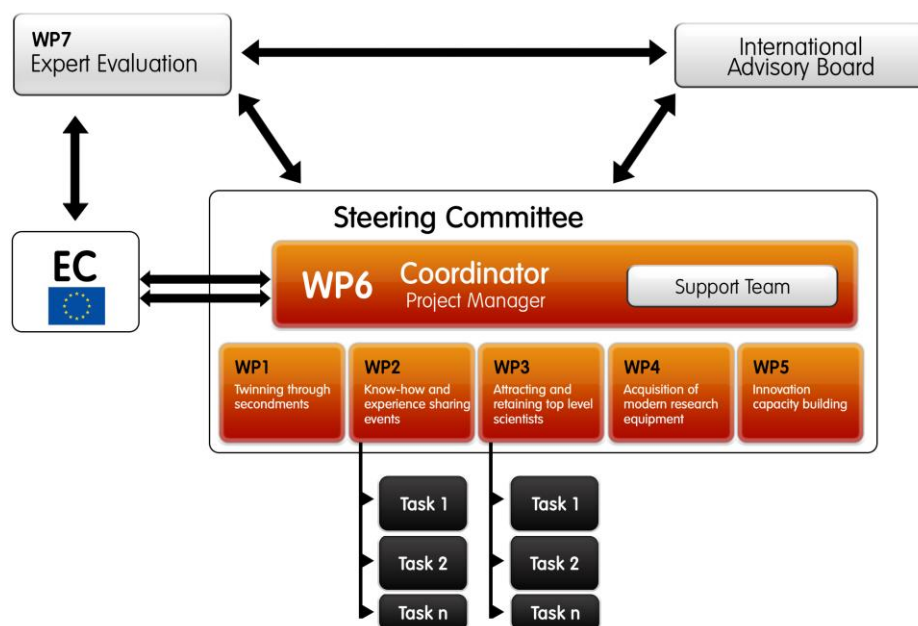
Deliverable D6.6 corresponds to the task T6.2 in WP6, that was delivered on time.

The main objective of WP6 was to improve, update and professionalize project management process at MUW by hiring an experienced project manager. At the same time this would assure smooth and efficient execution of the project and timely delivery of all envisioned project results.

The management structure and procedures have been established on the basis of our know-how and experience gained in previous and on-going projects – their management and coordination of activities.

The management of the BASTION Project was structured according to different levels of activities. The visualization of the management structure is shown on the graph.

**Graph:** Three-level management structure of the BASTION Project



### Level 1:

Prof. Jakub Golab (Project Coordinator - PC) with a close assistance and full support of the hired Project Manager - Iwona Drozdowska-Rusinowicz (PM) - and the Support Group (SG) was responsible for overseeing the execution of the overall scientific (PC), legal, contractual, financial and administrative (PM and SG) management of the project. PM was the main administrative contact person and the link between the European Commission and the Steering Committee led by the Project Coordinator. PM in close collaboration with the Financial Officer ensured meeting the contractual obligations, including the receipt and distribution of the funds, the annual financial and scientific reporting including audit certificates.

**Level 2:**

Work Package Leaders and Deputy Leaders were responsible for overseeing the progress of work in the respective Work Packages, for monitoring the achievement of milestones and deliverables and for reporting to the Project Coordinator on work progress and deliverables achieved.

**Level 3:**

Each Task Leader was responsible for ensuring timely and effective execution of individual tasks, cooperation with the research groups from Partnering Organizations and other activities defined in each Work Package at the task level. All Task Leaders were MUW employees.

## 1. First level management activity

Professor Jakub Golab – Project Coordinator - was directly accountable vis-à-vis the European Commission for the project execution and had the decision-making capacity in matters important for the successful implementation of the BASTION project. He heavily relied on the Project Manager and Project Steering Committee.

Being WP6 Leader he successfully managed the whole project, from both technical and financial perspective, during 18 months (M19-M36).

Work Package 6 “Project management” consisted of three Tasks:

- T6.1 – Organization of project meetings
- T6.2 – Administrative and financial management and reporting
- T6.3 – Organizational support and facilitation of the evaluation process for WP7

The management activity within the Task 6.1 has been described in two deliverables:

- D2.8 (“Mid-term conclusions and recommendations from the IAB”)
- D2.2 (“Report on organization of Support Team and Steering Committee meetings”)

The activity within the Task 6.3 corresponds to WP7 started just after External Experts have been assigned by the EC.

The assigned Experts prominent specialists in the area of molecular biology are:

- Dr. Ali Gure from Bilkent University (rapporteur),
- Prof. Christel Herold-Mende from University of Heidelberg,
- Prof. Bruno Botta from Sapienza University of Rome.

On 29 and 30 January 2015 (M29) the first meeting of BASTION project evaluation took place at the Medical University of Warsaw. The main objective of the evaluation was the assessment of changes which took place at the Medical University of Warsaw (MUW) in connection with the execution of the project as well as project-related increase in the potential of MUW in the implementation of basic and translational research in oncology. The detailed Agenda of the meeting (Attachment 1) and list of Participants (Attachment 2) is enclosed to the report.



**Photo 1** The presentation of the BASTION project 29<sup>th</sup> January 2015.



**Photo 2** Prof. Jakub Golab, Dr Ali Gure and Prof. Christel Herold-Mende visiting





**Photo 3.** Postdocs presentation

### Management activity

BASTION Project was managed by applying the following criteria:

- overall scientific management and coordination of the project, including the timely implementation of the work plan, networking and achievement of scientific goals to ensure the smooth operation of all participants,
- overall coordination of all financial, legal, administrative and contractual requirements within the contract, including audit certificates,
- overseeing information and knowledge management, including dissemination, Intellectual Property Rights and exploitation,
- overseeing risk assessment and contingency plans.

#### Types of the management activities:

1. Providing technical advice and administrative support to the WP and Task leaders, as well as the MUW staff involved in the Project; on everyday basis.
2. Monitoring progress on the basis of progress reports, site visits, and project meetings:



During 18 months of the project (M19-M36) several meeting have been organized as shown in Table I

**Table I. Overview of the management-related meetings within M19-M36 of the project**

Participant	Purpose of the Meeting	No of the Meeting	Month of the Project	Date of the meeting
Project Coordinator, Project Manager, WP Leaders, Co-leaders and Task Leaders	Discussing project's progress, sharing experience, troubleshooting problems, planning project meetings and forthcoming tasks and events	2/2014	M20	22 <sup>nd</sup> April 2014
		3/2014	M25	22 <sup>nd</sup> September 2014
		4/2014	M27	17 <sup>th</sup> November 2014
		1/2015	M29	13 <sup>th</sup> January 2015
		2/2015	M30	10 <sup>th</sup> February 2015
		3/2015	M31	17 <sup>th</sup> March 2015
		4/2015	M34	15 <sup>th</sup> June 2015
Steering Committee, Support Group and MUW's Authorities meetings	Reviewing project's progress, Solving problems	4 <sup>th</sup>	M20	22 <sup>nd</sup> April 2014
		5 <sup>th</sup>	M21	22 <sup>nd</sup> May 2014
		6 <sup>th</sup>	M29	29 <sup>th</sup> January 2015
II <sup>nd</sup> Meeting of the IAB	IAB, Steering Committee, Support Group, MUW's Authorities	II <sup>nd</sup>	M21	22 <sup>nd</sup> May 2014

3. Assessing periodic reports of the Project, making recommendations as required.

**Table II** List of the submitted deliverables from M24 to M36

Deliverable No	Deliverable Title	Related to:		Delivery month
		WP	Tasks	
D1.2	Report on the secondments between twinning partners along with the analysis of added value for potential increase of research capacity / quality of MUW	WP1	T1- T1.11	36
D1.3	Report on publications resulting from secondments	WP1	T1- T1.11	36
D2.2	Report from organized workshops	WP2	T2.1	36 (+3 days.)



D2.3	Report from the organized international conference	WP2	T2.2	36 (+4 days)
D2.5	Report on participation in international research conferences	WP2	T2.3	36 (+3 days)
D2.7	Report on dissemination and promotional activities	WP2	T2, T2.5	36(+3 days)
D2.9	Report on raising general public awareness activities	WP2	T2, T2.5	36 (+3 days)
D2.10	Guidelines and Policy Paper for stakeholders on improvement of cancer prevention	WP2	T2.6	36
D3.2	Report on the researchers of 9 experienced researchers and their research activities	WP3	T3, T3.1	36
D3.4	Report on the research and other activities of a new group leader	WP3	T3, T3.2	36
D3.6	Report on the research activity of 2 experienced scientists and two IT specialists	WP3	T3, T3.3	36
D3.7	Report on publications and research/professional activity of all recruited researchers	WP3	T3, T3.3	36
D5.3	Report on transfer of know-how and Networking	WP5	T5.2	36 (+1 day)
D5.4	Report on implemented IP protection and management strategy guidelines at MUW	WP5	T5.3	36 (+1 day)
D5.5	Report on transfer of know-how and networking including Science Business / KUL joint meeting and Pharma Open Days featuring leading MUW translational projects in oncology	WP5	T5.2	36 (+1 day)
D5.6	Final report on achieved innovation capacity and IP protection using TTO metrics	WP5	T5.2	36 (+1 day)
D6.2	Report on organization of Support Team and Steering Committee meetings II	WP6	T6.1	36(+9 days)
D6.3	Final Plan for the use and dissemination of foreground	WP6	T6	36
D6.4	Report on Awareness and Wider Societal Implications	WP6	T6	36(+7 days)
D6.6	Reports on management activities II	WP6	T6.2	36(+9 days)
D6.8	Mid-term conclusions and recommendations from the IAB	WP6	T6.1	24

1. Proposing workable solutions to any contractual and/or managerial matters, ensuring scientific, administrative and financial issues are on schedule. See attachments to the Deliverable D6.1
2. Monthly budget verification for expenditures in all work packages:  
Budget verification can be done on any month of the project (See Table III)





**Table III** Budget verification for expenditures in all packages – (estimated by the Project Manager 4<sup>th</sup> September 2015)

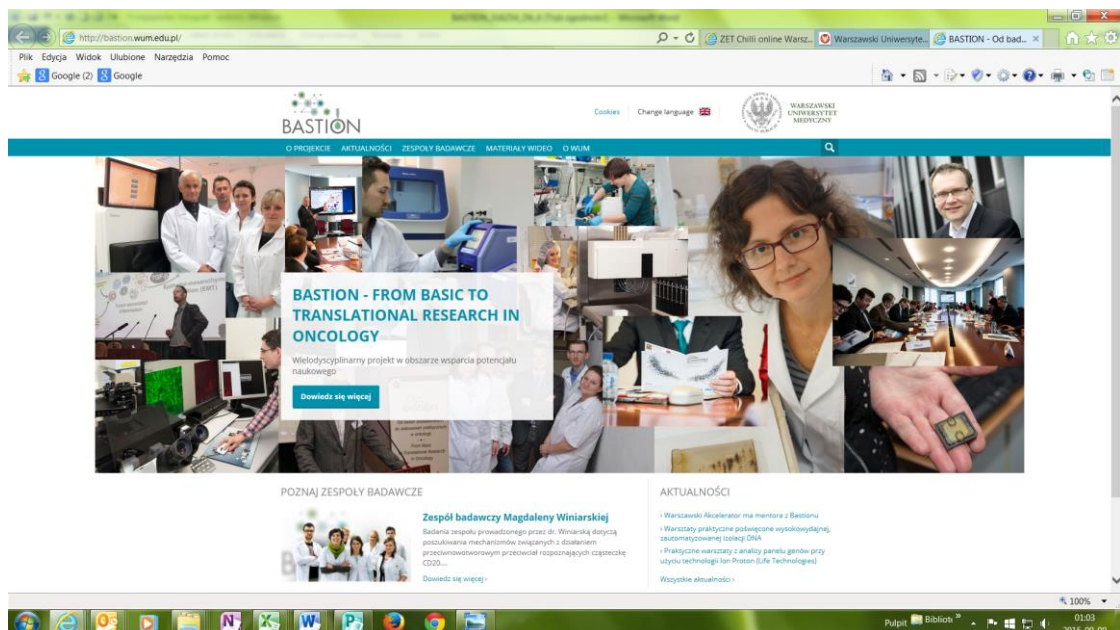
WP number	Personnel			Travel			Equipment			Subcontracting			Other			TOTAL direct	
	Planned	Used		Planned	Used		Planned	Used		Planned	Used		Planned	Used		Planned	M1-M36
		M1-M18	M19-M36		M1-M18	M19-M36		M1-M18	M19-M36		M1-M18	M19-M36		M1-M18	M19-M36		
WP1	97 200	46 848,74	45 066,85	415 900	69 429,56	212 984,65	0	0,00	0,00	0	0,00	0,00	16 900	0,00	0,00	530 000	374 329,80
WP2	168 000	42 578,47	123 381,90	124 500	17 864,15	82 941,00	0	0,00	0,00	70 000	6 922,86	73 970,22	77 500	1 460,21	102 913,41	440 000	452 032,22
WP3	1 504 800	610 998,44	892 066,41	39 200	0,00	0,00	0	0,00	0,00	0	0,00	0,00	56 000	4 172,71	2 012,89	1 600 000	1 509 250,45
WP4	64 800	60 652,91	0,00	0	0,00	0,00	1 150 000	1 150 701,30	0,00	0	0,00	0,00	19 200	21 020,71	0,00	1 234 000	1 232 374,92
WP5	120 000	43 588,82	76 223,34	25 800	5 732,46	9 423,37	0	0,00	0,00	70 000	42 693,41	55 246,04	104 200	0,00	51 967,14	320 000	284 874,58
WP6	186 000	75 678,40	82 912,17	27 000	4 091,61	4 980,65	0	0,00	0,00	10 000	718,33	1 112,83	11 000	821,05	1172,87	234 000	171 487,91
WP7	24 000	0,00	5 471,13	25 740	0,00	2 339,84	0	0,00	0,00	0	0,00	0,00	41 760	0,00	0,00	91 500	7 810,97
TOTAL	2 164 800	880 345,78	1 225 121,80	658 140	97 117,78	312 669,51	1 150 000	1 150 701,30	0,00	150 000	50 334,60	130 329,09	326 560	27 474,68	158 066,31	4 449 500	4 032 160,85
		2 105 467,58			409 787,29			1 150 701,30			180 663,69			185 540,99			



3. Review of deliverables achieved and detailed breakdown of expenditures and budget planning for the upcoming quarter and year (see Attachment 3 with the BASTION monthly Schedule).
4. Supervising the maintenance and updating of the project Website.  
A preliminary BASTION project Website has been created at the beginning of the project. First the Website has been used for the recruitment purposes, and until the launch of the new BASTION Website all informations about the Project, invitations and PR activities have been published on the site.



Screenshot: The old BASTION Website



Screenshot: The new BASTION Website



5. Assistance to a newly hired BASTION staff, in particular administrative and organizational support.

### **Knowledge and information management**

Knowledge and information flow was organized as follows:

1. within WP members – there was no restriction on communication between people working within the same WP.
2. between WPs – was done mainly via WP leaders. However, there were no restrictions of communication between people working in different WPs as long as there was a need to exchange vital data and information that was necessary to fulfil project's objectives or to carry out a certain task.
3. with Project Coordinator – WP Leaders sent their inputs to PC as many times as it was necessary.
4. with Support Group – PM was the focal point for communication with SG. PC and PM participated to Steering Committee meetings and give presentation on project implementation status, and ask advice on related issues.

### **Tools for knowledge and information exchange:**

1. direct dialog - during short meetings of PMT (every 3 months), Kick-off meeting, PMT-AB meetings
2. electronic messages - PC was at least in CC for all messages exchanged between group members or between WPL and external partners (IAB, SG); PM was the only person in contact with EC officer
3. shared directories - a special (password protected) space on the server was dedicated to the hosting of project's documents; PC and WPL had non-restricted access to this space and used it to share technical and financial documents. In this space the BASTION Monthly Schedule was localized. PM supplemented it with the information on the completed and planned tasks

## **2 Second level management activity**

Work Package leaders (WPL) were:

- Coordinating the activities within the work package on a managerial and scientific level,
- Acting as contact point between work packages,
- Monitoring and reporting on the progress of the work package to the PC.

Each WPL was given by the PC and PM a list of milestones and deliverables to be completed, the corresponding schedules and the budget. Every third Monday of the month consultative meetings were organized by the PC and PM with WPL in order to:

- report on each WP's activities: the obtained results, the problems that occurred, the foreseen solutions,
- discuss on administrative and financial issues, tender / delivery delays, reallocations of resources (human and materials) between activities,
- discuss on the ensuing milestones and deliverables, setting the actions and schedules.

### **WP1 management**

#### **Twining through secondments - led by Dr. Dominika Nowis and Dr. Tomasz Stoklosa**

Dr. Nowis has successfully coordinated the twinning activities between collaborating laboratories from Partnering Universities. The main topics and special interest related to the research issues were defined before the training itself. Young and experienced researchers from among the employees of



MUW were selected to participate in the twinning with Partnering Laboratories, and they disseminated the knowledge to the entire team afterwards by means of dedicated seminars and practical sessions.

**MILESTONE 6 “Completion of secondments during the second reporting period” has been achieved**

Detailed description of the activity within WP1 is presented in the Deliverable D1.2,  
Detailed report on publications resulting from secondments within WP1 is presented in the Deliverable D1.3 .

## **WP2 management**

**Know-how and experience sharing - led by Prof. Zbigniew Gaciong and Michal Gieraltowski (Communication Manager up to 6<sup>th</sup> December 2014); Ewa Debudaj-Krywult and Anna Fogler PR-specialists (since 9<sup>th</sup> January 2015)**

(organization of conferences, workshops, dissemination & promotion)

Promotion and dissemination have been achieved through organized workshops as well as through conferences, attended by persons involved in the project. Also promotion was made through promotion tools: leaflets, brochures presented at various fairs and exhibitions.

Within the Task 2.1 of WP2 five thematic workshops were organized:

- Cancer Genetics for Medical Community (workshop coordinator: Prof. K. Jażdżewski) – the workshop took place on the 17th of June 2013 and was described in the previous deliverable D2.1, (T2.1.2);
- Techniques in Analysis of Cancer Vascular Biology (workshop coordinator: Prof. Z. Gaciong), (T2.1.3);
- Application of Flow Cytometry in Molecular Oncology (workshop coordinator: Dr. M. Winiarska); (T2.1.1);
- Genome-Wide Methods in Cancer Genetics (workshop coordinator: Prof. Rafal Ploski), (T2.1.4);
- Molecular Diagnostics in Cancer (workshop coordinators: Prof. Z Gaciong/Dr. P. Religa), (T2.1.5)

Detailed description of the activity within the organization of the workshop is presented in the Deliverable D2.2.- “Report from organized workshops”,

The two-day international conference “Translational Research in Oncology in New Member State Economies – TRON” was organized within the Task 2.2

Detailed description of the activity within the organization of the international conference is presented in the Deliverable D2.3. – “ Report from the organized international conference”,

**Milestone M5 -“Organisation of a 2-day international conference on translational research in oncology in new member state economies” has been achieved**

Within the task T2.3 20 researchers actively participated in 17 prestigious, international conferences and in 6 selected workshops or training courses.

Total number of 40 visits (participations) has been executed in the second reporting period (M19-M36).

Detailed description of the activity within the participation in international research conferences is presented in the Deliverable D2.5. –“Report on participation in international research conferences”,



Raising awareness of the project progress, its results and the general importance of stimulating translational research in oncology of the regional stakeholders, the policy and decision makers (Ministry of Health, National Health Fund, Ministry of Science and Higher Education, City, regional and national administration officials) was a critical element of influencing public health policy and improving the well-being of cancer patients in the region. From the very beginning promotion and dissemination of the Project's results was an important strategy for this process to be effective.

Several promotion and dissemination actions were carried out by the BASTION team, including:

- A dedicated BASTION website was launched with four target groups: research community and clinicians, industry, government agencies and policy makers, the public at large.
- BASTION promotional products such as project's posters or leaflets were distributed among the participants of workshops and conferences.
- The researchers of BASTION were cooperating closely with media to become more visible to the public and to promote and popularize research in molecular and translational oncology (TV, radio, popular magazines, activities of the Warsaw Science Festival etc.)

Detailed description of the activities within dissemination and promotional is presented in the Deliverable D2.7. –“ Report on dissemination and promotional activities”,

Detailed description of the activities on raising general public awareness is presented in the Deliverable D2.9.-“ Report on raising general public awareness activities”,

It consists of a Policy Paper with guidelines and recommendations for Ministry of Health, the National Health Fund and health providers (hospitals and clinics). The aim was to propose a set of actions to improve cancer prevention and engage in translational research in order to close the gap between EU-15 and convergence regions of CEE

Guidelines and Policy Paper for stakeholders on improvement of cancer prevention are presented in the Deliverable D2.10. – “Guidelines and Policy Paper for stakeholders on improvement of cancer prevention”.

**Milestone M4 “Policy paper of proposed adjustments to public health policy at the national and regional level leading to more effective translation of research results into better and more effective cancer prevention, diagnostics and therapy” has been achieved.**

## **WP3 management**

**Building capacity by attracting top-level scientists - led by Dr. Magdalena Winiarska and Prof. Slawomir Majewski.**

WP leader, Group leaders and Project Coordinator were involved in weekly meetings with experienced researchers to discuss progress of their research work.

Detailed description of the activities of recruited researchers and professionals are presented in:

- Deliverable D3.2.- “Report on the research activities of 9 experienced researchers” ,
- Deliverable D3.4. –“ Report on a new group leader and his research activities”
- Deliverable D3.6.- “Report on the research activities of two experienced scientists and two IT specialists”
- -Deliverable D3.7 – “Report on publications and research/professional activities of all recruited researchers”





## WP4 management

**Acquisition of modern research equipment - led by Dr. Rafal Ploski and Dr. Dominika Nowis.**

Work Package was realized within M1-M18

## WP5 management

**Innovation capacities building - led by the recruited Innovation Manager Dr. Karolina Dzwonek (see and Prof. Jakub Golab,**

That work package addresses project operating objective :

- to facilitate and increase the impact of translational studies in oncology by
  - hiring a professional innovation manager,
  - implementing efficient IP protection and innovation management schemes,
  - organizing joint events with London Genetics and Science Business as well as the research / academic partners to transfer best-practice in science – industry cooperation and promote innovation driven translational research.

According to the concept and project objectives Innovation Manager's main goal was to stimulate the translational process from molecular oncology research to the clinic.

Detailed description of the activities within the work package WP5 are presented in deliverables:

- D5.3 Report on transfer of know-how and Networking
- D5.4 Report on implemented IP protection and management strategy guidelines at MUW
- D5.5 Report on transfer of know-how and networking including Science Business / KUL joint meeting and Pharma Open Days featuring leading MUW translational projects in oncology
- D5.6 Final report on achieved innovation capacity and IP protection using TTO metrics

**Milestone M3 “Achievement of efficient IP protection and innovation management schemes” has been achieved.**

## 3. Third level management activity

The third and very essential level of the project management concerns all Project Tasks, which were supervised by Task Leaders and Co-Leaders.

The BASTION project was divided into 70 Tasks, which were managed by 15 persons. Five of them were newly hired (Project Manager, New BioInfo Lab Leader, Communication Manager/ PR-specialists, Innovation Manager and IT Professional) and 10 were researchers (professors and doctors), employees of MUW.

Table IV presents all Project Tasks activities, Task Leaders and Co-Leaders, who were responsible for them during the 18 months period within M19-M36.

**Table IV**

WP	TASK	PROJECT ACTIVITY	TASK LEADER	TASK CO-LEADER
WP1	T1	TWINNING THROUGH SECONDMENTS	Dominika Nowis	Tomasz Stoklosa
	T1.1	KUL Belgium + University College Dublin, Ireland	Jakub Golab	
	T1.2	Universite de la Mediterranee, Marseille, Franc	Magdalena Winiarska	
	T1.3	University Hospital of Ulm, Germany	Tomasz Stoklosa	





	T1.4	Karolinska Institute, Stockholm, Sweden	Zbigniew Gaciong	Piotr Religa
	T1.5	Saarland University, Germany	Paweł Włodarski	
	T1.5	Radboud University Medical Center Nijmegen	Paweł Włodarski	
	T1.6	University of Ferrara	Krystian Jazdzewski	
	T1.6	Leeds Institute for Molecular Medicine, University of Leeds	Krystian Jazdzewski	
	T1.7	Karolinska Institute, Stockholm, Sweden	Zbigniew Gaciong	Piotr Religa
	T1.8	University of Cologne	Sławomir Majewski	Rafał Płoski
	T1.9	University of Verona, Italy	Dominika Nowis	
	T1.10	Royal College of Surgeons Dublin	Radosław Zagózdzon	
	T1.11	ScienceBusiness	Tomasz Stokłosa	
WP2	<b>T2</b>	<b>KNOW-HOW AND EXPERIENCE SHARING</b>	<b>Zbigniew Gaciong</b>	Michał Gieraltowski, Ewa Debudaj-Krywult, Anna Fogler
	T2.1	ORGANIZATION OF 5 WORKSHOPS	Zbigniew Gaciong	
	T2.1.1	WORKSHOP 1	Magdalena Winiarska	
	T2.1.3	WORKSHOP 3	Zbigniew Gaciong	
	T2.1.4	WORKSHOP 4	Rafał Płoski	
	T2.1.5	WORKSHOP 5	Zbigniew Gaciong/Piotr Religa	
	T2.2	International Conference	Sławomir Majewski/ Magdalena Król	
	T2.3	Active participation in International Research Conferences	Tomasz Stokłosa	
	T2.4	Promotion of BASTION activities internationally	Jakub Golab	
	T2.5	Raising general public awareness on the benefits of translational research for public health	Zbigniew Gaciong	
	T2.6	Policy Paper	Krystian Jazdzewski	
WP3	<b>T3</b>	<b>BUILDING CAPACITY BY ATTRACTING TOP-LEVEL SCIENTISTS</b>	<b>Magdalena Winiarska</b>	<b>Sławomir Majewski</b>
	T3.1	1 EXP. RESEAR, 30 M, Anna W. 01.01.2013	Krystian Jazdzewski	
		1 EXP. RESEAR, 30 M, Małgorzata F. 01.01.2013	Dominika Nowis	
		1 EXP. RESEAR, 29 M, Oksana K. 06.04.2013	Zbigniew Gaciong	
		1 EXP. RESEAR, 30 M, Małgorzata Cz-K; 05.03.2013	Jakub Golab	
		1 EXP. RESEAR, 29 M, Beata P. 01.04.2013	Magdalena Winiarska	
		1 EXP. RESEAR, 29 M, Joanna D.01.04.2013 (maternity leave) – Iwona Solarz	Tomasz Stokłosa	
		1 EXP. RESEAR, 22,25 M, Marzena Ł. 23.10.2013	Zbigniew Gaciong	
		1 EXP. RESEAR, 24 M, Lech T. 01.09.2013	Rafał Płoski	
		1 EXP. RESEAR, 29 M, Magdalena B-O. 01.04.2013 (resigned 30.04.2015) – Agnieszka Pollak	Paweł Włodarski	
	T3.2	NEW GROUP LEADER - Radosław Z. 11.10.2012	Jakub Golab	
	T3.3	1 EXP. RESEAR, 24 M, Małgorzata B. 16.04.2014	Radosław Zagózdzon	
		1 EXP. RESEAR, 24 M, Paweł G. 16.04.2013		
		IT PROFESSIONAL 24 M, Piotr S. 01.01.2013		
		IT PROFESSIONAL 24 M, Sławomir G 22.04.2013		
WP5	<b>T5</b>	<b>INNOVATION CAPACITIES BUILDING</b>	<b>Karolina Dzwonek</b>	<b>Jakub Golab</b>
	T5.1	Innovation Manager - Karolina D. 01.04.2013	Jakub Golab	
	T5.2	SIB + KUL Brussels	Karolina Dzwonek	Jakub Golab
	T5.3	WORKSHOP I (four days)	Karolina Dzwonek	
		WORKSHOP II (four days)		
		SEMINAR II		



		SEMINAR III		
WP6	T6	PROJECT MANAGEMENT	Jakub Golab	Iwona Drozdowska-Rusinowicz
	T6.1	COORDINATOR & TASK LEADERS MEETINGS	Jakub Golab	Iwona Drozdowska-Rusinowicz
		STEERING COMMITTEE & SUPPORT GROUP MEETINGS		
		INTERNATIONAL ADVISORY BOARD MEETING		
	T6.2	MANAGEMENT		
	T6.3	PROJECT REVIEW MEETINGS		

## The main predicted and real risk factors of the Project

The main predicted risk factors of the BASTION project involved:

- financial risks,
- organizational risk,
- management risks,
- risks associated with achieving sustainable impact.

Predicted financial risks were associated with under-budgeting of the planned activities, need to secure resources to cover the ineligible VAT on goods (equipment, consumables) and services (organization of events, etc.) as well as EUR/PLN exchange rate fluctuations.

After 36 month we can conclude that there were no risks in the following areas:

- VAT was covered from MUW's own resources. This additional expenses are mitigated by co-financing of MUW's indirect cost by the Polish Ministry of Science and Higher Education up to the standard 20% level.
- The currency exchange risk - MUW needed to cover a significant portion of the eligible costs from its own resources. MUW was prepared to do so as its financial position is strong. In general, the financial risk was very low, since all direct eligible costs were fully funded by the European Commission and the contract was executed based on advance payments.
- MUW is in a good financial condition and had no problem with covering VAT from its internal budget.

Predicted organizational and management risks were primarily related to the five work packages that involve several tasks.

Very **low risk** was associated with Work Packages 2.

WP2 involved little risk, since the researchers at MUW had a significant experience and the conference and seminar facilities were readily available on-site to organize the planned workshops and the international conference. The workshop costs were lower than the planned budget.

A slightly more significant risk of WP2 was presumably associated with low participation in the international conference on translational oncology.

MUW scientists and administration have extensive experience in the area of dissemination of project results through various available channels. They have been able to engage high-level regional stakeholders, such as the vice president for the City of Warsaw, director of the strategy department at the Ministry Science and Higher Education.

The risk associated with project management in WP6 was also very low due to the fact that BASTION is a single participant mechanism and the hired professional project manager has extensive experience in managing various projects including EU Framework Programme projects.



The **main risk factors** were associated with WP3 and WP1.

The potential risks associated with WP3 involved inability to attract high-quality international post-doctoral candidates to work with the identified host research groups. An additional risk was associated with inability to recruit and retain a highly qualified new group leader to start a bioinformatics group. Despite these potential uncertainties we have successfully hired 11 experienced researchers and a new Bio-Info group leader.

In WP1 eleven scientific exchange missions (twinning) have been planned. There were timing, scheduling and output risks. Some of the planned exchanges did not occur due to scheduling conflicts. In other cases international partners were engaged in other collaborations prior to the start of the project and had limited availability for participating in the exchange between research institutions. Some of them got positions in the USA thereby creating a significant problem associated with the necessity to identify other groups of researchers within Partnering Organizations.

## Conclusions

We have successfully completed all tasks envisioned in the project. The huge increase in the research potential results from the employment of 11 experienced postdoctoral fellows, creation of a new bioinformatics group and purchase of the modern research equipment necessary for further development. Newly hired, as well as existing members of our research groups carried out out-going missions to Partnering Organizations that allowed exchange of know-how, tightening of research contacts, increase in research potential and development of novel research projects, some of which are close to preparing research articles. Newly hired researchers were successful in obtaining independent funding for their research from the grant-funding government agencies in Poland. With the help of newly hired researchers we have started novel, very promising research projects, and finished them with over 180 publications in peer-reviewed research journals.

The newly hired innovation manager has started to change the attitude of MUW researchers towards applied sciences and to open them for collaboration with entrepreneurs, especially from the pharmaceutical industry. Three patent applications have been submitted from those BASTION groups that have never considered the possibility of protecting their intellectual property before.

The newly hired PR specialists have developed on-line and off-line tools to increase the BASTION project recognizability. They have developed promotional activities to facilitate dissemination of information on the research achievements and to increase the awareness of decision makers, stakeholders and general public on the importance of basic research in oncology.

Finally a newly hired project manager has safely navigated all BASTION participants through the meanders of non-intuitive regulations and difficult administrative procedures. She has thoroughly professionalized the project management activities at MUW. She has organized planning and resources controlling procedures to achieve specific goals not only in scientific, but also daily problems. She is motivating and helping the BASTION researchers to overcome administrative obstacles.

BASTION project was the first undertaking of such a large scale at our University, so it is natural that we encountered a number of organizational problems. Hopefully, we have managed to cope with most of them or are going to resolve few minor problems remaining.



### Corresponding estimated/\* budget

PERSONNEL, TRAVEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY "1" FOR M19-M36			
	Item description	Amount/* [EUR]	Explanations
WP6 Task T6.2	Personnel costs	66,951.89	Fee of the WP6 leader (4,03PM), salary of the Project Manager (11,84PM) and fee of the Finance Officer (1,58PM)
	Subcontracting	603.08	Finance Audit
	Remaining direct costs	-	
TOTAL DIRECT WP6 COST		67,554.97	

/\* - exact costs for M19-M36 will be presented in the II<sup>nd</sup> Period Report and Form C (October 2015)

Iwona Drozdowska-Rusinowicz  
BASTION Project Manager

Prof. Jakub Golab  
BASTION Project Coordinator  
WP6 Leader

*Warsaw, September 2015*



## Attachment 1: Agenda of the First Evaluation Meeting



*From Basic to Translational Research in Oncology*

### **BASTION project evaluation 1<sup>st</sup> meeting**

Medical University of Warsaw, Warsaw, Poland  
29-30 January, 2015



29 <sup>th</sup> January 2015 (Thursday)		
Venue: Library and Information Centre, Hall no 122, 1 <sup>st</sup> floor, Zwirki i Wigury 63 Str., Warsaw		
09.45 – 10.00	Welcome Coffee	
Time	Topic	Speaker
10.00 – 10.20	Introduction – participants presentations	Dr. Ali Gure – External Experts/Evaluators Rapporteur Prof. Jakub Golab – Project Coordinator
State of the art of the present situation		
10.20 – 11.00	MUW's legal status, mission, autonomy, people qualification, equipment, international cooperation, potential to the future	Prof. Slawomir Majewski – Deputy Rector for Scientific Research and International Cooperation at MUW
	Discussion, Q&A	
BASTION project contribution to strengthening the potential of MUW		
11.00 – 11.30	General objectives of the BASTION project	Prof. Jakub Golab – Project Coordinator
	Discussion, Q&A	
11.30 – 12.00	Twinning through secondments -WP1	Dr. Tomasz Stoklosa
	Discussion, Q&A	
12.00 – 12.30	Know-how and experience sharing - WP2	Prof. Zbigniew Gaciong Dr. Tomasz Stoklosa Dr. Magdalena Krol MSc. Ewa Debudaj
	Discussion, Q&A	
29 <sup>th</sup> January 2015 (Thursday)		
12.45 –13.30	Lunch	
13.30 – 13.50	Building capacity by attracting top-level scientists WP3	Prof. Jakub Golab Dr. Radoslaw Zagodzón – Bioinformatics Group Leader
	Discussion, Q&A	
13.50 – 14.20	Innovation capacities building - WP5	Dr. Karolina Dzwonek
	Discussion, Q&A	
14.20 – 14.25	Acquisition of research equipment & Computer Cluster - WP4	Prof. Jakub Golab MSc Slawomir Gruca
Policy scenarios for the future & Recommendations		
14.25 – 14.55	Discussion	All
14:55-15:00	Closing remarks	



30 <sup>th</sup> January 2015 (Friday)		
Venue: Centre for Preclinical Research and Technology (CePT), Zwirki i Wigury 81 Str., Warsaw		
<b>Visiting laboratories with modern research equipment</b> <b>Presentations of the research groups activities by the newly hired experienced researchers</b>		
Visiting CePT		
10.00 – 10.30	<b>Department of Histology and Embryology</b>	
	<i>Laser microdissection system</i>	Dr. Pawel Wlodarski
	<i>In search of the pathogenic factors of endometriosis</i>	Dr. Magdalena Banach-Orlowska
10.40 – 11.20	<b>Department of Internal Diseases, Hypertension and Angiology</b>	
	<i>Medium-throughput genomic sequencing system based on semiconductor technology with a workstation for automated sample preparation from biological specimens</i>	Prof. Zbigniew Gaciong
	<i>Role of CMV in colon cancer</i>	Dr. Oksana Kovtonyuk
	<i>C/EBPbeta in progression of breast cancer</i>	Dr. Marzena Lazarczyk
11.30 – 12.00	<b>Department of Medical Genetics</b>	
	<i>Microfluidic chip Access Array</i>	Prof. Rafal Ploski
	<i>Whole Exome Sequencing to Identify Somatic Variants in Cancer</i>	M.Sc. Piotr Stawinski
12.00 – 12.30	<b>Department of Genomic Medicine</b>	
	<i>System for large-scale and high-throughput isolation of DNA and RNA</i>	Dr. Krystian Jazdzewski
	<i>The role of microRNAs in thyroid cancer</i>	Dr. Anna Wojcicka
30 <sup>th</sup> January 2015 (Friday)		
12.30 – 13.30	<b>Department of Immunology</b>	
	<i>Protein purification work station</i>	Dr. Malgorzata Firczuk
	<i>Automatic platform for multispectral detection of fluorescence, absorbance and luminescence on microtiter plates</i>	Prof. Jakub Golab
	<i>Regulation of CD20 expression and its impact on the therapy</i>	Dr. Beata Pyrzynska
	<i>Immunoregulatory role of exosomal arginases in ovarian cancer</i>	Dr. Malgorzata Czystowska-Kuzmicz
13.30 – 14.00	<b>Department of Immunology – Bioinformatics Group</b>	
	<i>Molecular signature of B-cell malignancies</i>	Dr. Pawel Gaj
14:00	<b>Lunch &amp; Closing remarks</b>	

This project is funded by the European Commission within the Seventh Framework Programme, Grant Agreement no 316254 and is co-funded by the Polish Ministry of Science and Higher Education





## Attachment 2: Participants list

### BASTION Project - 1st Evaluation Meeting 29 January, 2015 - Medical University of Warsaw

#### LIST of PARTICIPANTS

Lp.	Name	Surname	Role in the Project	Signature
1	Prof. Christel	Herold-Mende	External expert/evaluator	
2	Dr. Ali	Gure	External expert/evaluator	
3	Prof. Sławomir	Majewski	Vice Rector for Science and International Relations - WP7 Leader	
4	M.Sc. Dorota	Gawrońska-Wójcik	Acting Vice Chancellor	
5	Prof. Jakub	Gołąb	Project Coordinator	
6	Prof. Dominika	Nowis	WP1 Leader, WP4 Deputy Leader	
7	Dr. Tomasz	Stokłosa	WP1 - Deputy Leader	
8	Prof. Zbigniew	Gaciong	WP2 Leader	
9	Dr. Magdalena	Król	WP2 - Conference Leader	
10	M.Sc. Ewa	Debudaj-Krywult	WP2- PR Specialist	
11	M.Sc. Sławomir	Gruca	IT Specialist	
12	Dr. Karolina	Dzwonek	WP5 Leader	
13	M.Sc. Iwona	Drozdowska-Rusinowicz	Project Manager	
14	M.Sc. Joanna	Sobczak	Administrative Coordinator	



**BASTION Project - 1st Evaluation Meeting**  
**30 January, 2015 - Medical University of Warsaw**



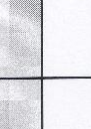
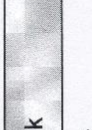
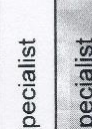
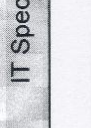

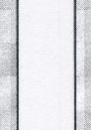
*LIST of PARTICIPANTS*

Lp.	Name	Surname	Role in the Project	Signature
1	Prof. Christel	Herold-Mende	External expert/evaluator	
2	Dr. Ali	Gure	External expert/evaluator	
3	Prof. Jakub	Gołab	Project Coordinator T1.1 Leader	
4	M.Sc. Iwona	Drozdowska-Rusinowicz	Project Manager	
5	Dr. Karolina	Dzwonek	WP5 Leader	
6	Dr. Małgorzata	Czystowska-Kuzmicz	T1.1 Postdoc	
7	Dr. Beata	Pyrzyska	T1.2 Postdoc	
8	Dr. Tomasz	Stokłosa	T1.3 Leader	
9	Dr. Iwona	Solarska	T1.3 Postdoc	
10	Prof. Zbigniew	Gaciong	T1.4 & T1.7 Leader	
11	Dr. Paweł	Dr. Włodarski	T1.5 Leader	
12	Dr. Magdalena	Banach-Orłowska	T1.5 Postdoc	
13	Dr. Krystian	Jazdzewski	T1.6 Leader	
14	Dr. Anna	Wojcicka	T1.6 Postdoc	



**BASTION Project - 1st Evaluation Meeting**  
**30 January, 2015 - Medical University of Warsaw**

*LIST of PARTICIPANTS*

Lp.	Name	Surname	Role in the Project	Signature
15	Dr. Oksana	Kovtonyuk	T1.7 Postdoc	
16	Dr. Malgorzata	Firczuk	T1.9 Postdoc	
17	Dr. Malgorzata	Bajor	T1.10 Postdoc	
18	Dr. Pawel	Gaj	T1.10 Postdoc	
19	M.Sc. Piotr	Stawinski	IT Specialist	
20	M.Sc. Slawomir	Gruca	IT Specialist	
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WP	TASK	ACTIVITY FROM THE AGREEMENT	YYMM Project Month	14'3	14'4	14'5	14'6	14'7	14'8	14'9	14'10	14'11	14'12	15'1	15'2	15'3	15'4	15'5	15'6	15'7	15'8
				19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
T2.3.39		Malgorzata Bobrowicz	San Francisco										05-10.12								
T2.3.39		Tomasz Skolosa	San Francisco										05-10.12								
T2.3.39		Justyna Chlebowska	San Francisco										05-10.12								
T2.3.39		Marta Siemicka	San Francisco										05-10.12								
T2.3.37		Malgorzata Bajer	San Antonio										07-14.12								
T2.3.38		Radoslaw Zagodzdzon - szkolenie	Kopenhaga										20-23.01								
T2.3.38		Malgorzata Czyzowska-Kuzmick - szkolenie	Kopenhaga										20-23.01								
T2.3.40		Malgorzata Bobrowicz	Paris										7-14.02								
T2.3.41		Marcin Machnicki	Milan										8-11.03								
T2.3.42		Dominka Nowa	Pratzenhof										17-23.04								
T2.3.43		Beata Pyrzyńska	Pratzenhof										17-23.04								
T2.3.44		Krzysztof Jazdzewski	Glasgow															6-9.06			
T2.3.46		Anna Wójcicka	Glasgow															6-9.06			
WP2	T2.4	Promotion of BASTION activities internationally	KUBA																		
T2.4.1		Michał Gerałowski	WISBRUCK						03-07.08												
T2.4.2		Iwona Drozdowska-Rusiniowicz	KATOWICE								12-14.11										
WP2	T2.5	Raising general public awareness on the benefits of translational research for public health	ZBYSZEK/ MICHAŁ/ ANA/ EWA																		
T2.5.1		foldery, różne tematy, duże nakłady	Michał																		
T2.5.2		broшуura uzupełniona II wydanie (większy nakład)	Michał																		
T2.5.3		filmy	Michał																		
T2.5.4		strona UZUPENNIENIE DANYCH ze starej strony	Michał																		
T2.5.5		Buletin	Michał																		
T2.5.6		Gadzetki na seminaria, warsztaty, pharma day itp.	Michał		OK												ok				
T2.5.7																					
WP2	T2.6	Preparation of Guidelines and Policy Recommendation for engagement of translational research in stimulating secondary prevention and new methods of cancer diagnostics and treatment	KRYSTIAN																		
WP3	T3	LEADERS OBLIGATIONS	MAGDA/ SŁAWEK																		
WP3	T3	LEADERS OBLIGATIONS	MAGDA/ SŁAWEK																		
WP3	T3.1	1 EXP. RESEAR. 30 M. Anna W. 01.01.2013	KRYSTIAN	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.1	1 EXP. RESEAR. 30 M. Malgorzata P. 01.01.2013	DOMINIKA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.1	1 EXP. RESEAR. 30 M. Joanna D. 06.04.2013	POTR	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.1	1 EXP. RESEAR. 30 M. Malgorzata Cz-K. 05.03.2013	KUBA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.1	1 EXP. RESEAR. 29 M. Beata P. 0	MAGDA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.1	1 EXP. RESEAR. 29 M. Joanna D.	TOMEK	1	1	0,7	ZW	ZW	ZW	UM	UM	UM	UM	UM	UR	UR	UR	UR	UR	UR	31.08
WP4	T3.1	1 EXP. RESEAR. 6 M Iwona Solarzka 01.01.2014	TOMEK				announcement														31.08
WP3	T3.1	1 EXP. RESEAR. 22.25 M. Marzena L. 23.10.2013	ZBYSZEK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.1	1 EXP. RESEAR. 24 M. Lech T.	SŁAWEK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.1	1 EXP. RESEAR. 29 M. Magdalena B-D.	PAWEŁ	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.1	1 EXP. RESEAR. 3 SM. Anna P.	PAWEŁ	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.2	NEW GROUP LEADER. Radoslaw Z. 11.10.2012	KUBA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.3	1 EXP. RESEAR. 24 M. Malgorzata S. 18.04.2014	RADEK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.3	1 EXP. RESEAR. 24 M. Pawel G. 18.04.2013	RADEK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08
WP3	T3.3	IT PROFESSIONAL 24 M. Sławomir G 22.04.2013	RADEK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31.08

WP	TASK	ACTIVITY FROM THE AGREEMENT	YYMM Project Month	14'3	14'4	14'5	14'6	14'7	14'8	14'9	14'10	14'11	14'12	15'1	15'2	15'3	15'4	15'5	15'6	15'7	15'8
				19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
WP3	T3.3	IT PROFESSIONAL 24 M. Piotr S.	RADEK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
WP5	T5	LEADERS OBLIGATIONS	KUBA/ KAROLINA																		
WP5	T5.1	Innovation Manager - Karolina D. 01.04.2013	KUBA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
WP5	T5.2	PHARMA DAY I Warsaw	Kardina		26.04																
WP5	T5.2	PHARMA DAY II Warsaw	Kardina														23-24.04				
WP5	T5.2	TRAVEL	Kardina																		
WP5	T5.2	Sztetard Gdańsk	Kardina			13-14.04															
WP5	T5.2	Katowice	Kardina			8-9.05															
WP5	T5.2	Łódź	Kardina			28-29.05															
WP5	T5.2	Lbwa	Michał							10-11.09											
WP5	T5.2	Białystok	Michał							18-19.09											
WP5	T5.2	Gdańsk "Innowacyjna Europa"	Kardina							20.09-01.10											
WP5	T5.2	Kraków	Kardina												10-11.02						
WP5	T5.2	Bruce Conway (Pharma Day)	Kardina														22-24.04				
WP5	T5.2	Steno Sotia (Pharma Day)	Kardina														23-24.04				
WP5	T5.2	Konferencja Barcelona	Kardina														28-28.04				
WP5	T5.2	Konferencja Barcelona	Iwona														28-28.04				
WP5	T5.2	Konferencja Braga	Kardina														28-28.04				
WP5	T5.2	Konferencja Braga	Iwona														28-28.04				
WP5	T5.3	WORKSHOP A	Kardina																		
WP5	T5.3	WORKSHOP B	Kardina									26.11									
WP5	T5.3	WORKSHOP C	Kardina									0.12									
WP5	T5.3	WORKSHOP D	Kardina									10.12									
WP5	T5.3	WORKSHOP E	Kardina									17.12									
WP5	T5.3	WORKSHOP F	Kardina														06.03				
WP5	T5.3	WORKSHOP G	Kardina														13.03				
WP5	T5.3	WORKSHOP H	Kardina														20.03				
WP5	T5.3	WORKSHOP I	Kardina														27.03				
WP5	T5.3	Networking - Campus OCHOTA	Kardina																		
WP6	T6	LEADERS OBLIGATION	KUBA/ IWONA																		
WP6	T6.1	COORDINATOR & TASK LEADERS MEETINGS	Continuum Białystok sala 205		17.03	22.04					22.08		17.11		13.01	19.02	17.03		17.06		
WP6	T6.1	STEERING COMMITTEE & SUPPORT TEAM				22.04	22.06								29.01						
WP6	T6.1	INTERNATIONAL ADVISORY BOARD					22.05														
WP6	T6.2	EXTERNAL FINANCIAL AUDIT				28.04		12.06													
WP6	T6.3	EXTERNAL EXPERTS												29-30.01							
WP7	T7	LEADER OBLIGATION	SM																		
WP7	T7.1	Evaluation by External Experts	SM																		
WP7	T7.2	Discussion with the International Advisory Board	SM																		

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