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**Dissemination Support for EUI Research Projects**:

**Checklist and form for Project Directors**

This document provides an overview of research dissemination support for EUI Project Directors. Please complete the brief form below – so that EUI support services will be aware of ongoing projects.

**Publications Support** (layout; graphics; Cadmus, the EUI Research Repository)

* For working papers, research reports and other publications, the Communications Service can assist with text layout, templates, series titles, numbering, logos, covers, and can assist with the procurement of necessary document identifiers (DOI, ISSN, ISBN). Contact: eui.publications@eui.eu
* The Library processes EUI publications for inclusion in Cadmus, the EUI Research Repository. This makes them automatically available on departmental web pages, and in EUI annual reports. Contact: cadmus@eui.eu

**Data Support** (metadata; dataset structure; data management plans)

* The Library can assist scholars with the description of datasets, the preparation of data management plans, and provide advice on data preservation, sharing and access limitations. Contact: econlibrary@eui.eu

**Web Support** (awareness, text, images, promotion)

* The EUI Communications Service can provide advice on promotion strategies for EUI scholarly output and project results through the Web Working Group, including dissemination via the EUI web site, the EUI *Times*, social media, interviews and videos. Contact, the Web Coordinator of your section: <https://apps.eui.eu/webservices/team/>

Please complete and return to eui.publications@eui.eu

N.B. This information can be updated during the course of the project.

**Research Project Details**

Project Title:

Project Acronym (if any):

Project Director:

Contact Person and email:

Funded by:

Grant Award Number (where applicable):

Project Overview (short description):

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Is the project associated with another research project/consortium, or institutional partner? Please give details.

Start Date:

End Date (if known):

**Publications foreseen**

Project contact person for research publications (formatting/layout):

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Publication series and types foreseen (indicate number of publications foreseen)

* Book(s) – monographs or edited books. Total number: ……….
* Chapters in books Total number: ……….
* Articles in learned journals Total number: ……….
* EUI Working Papers Total number: ……….
* EUI Lectures Total number: ……….
* EUI Distinguished Lectures Total number: ……….
* EUI Project Research Reports Total number: ……….
* EUI Annual Reports Total number: ……….
* EUI Policy Briefs Total number: ……….
* EUI Analytic and Synthetic Notes Total number: ……….
* Other……………………………….. Total number: ……….
* Other……………………………….. Total number: ……….

**Data outputs foreseen**

Please indicate data-intensity of the Project

* Much research data generated
* Some data generated
* Not a data-generating project

**Obligations towards funder**

* Does the Project have any obligations towards funders/companies in matters of academic publications, promotional publications, dissemination, web presence, etc.?
* Please give brief details of any contract clauses and/or conditions regarding copyright issues that the project will face.
* All final publications must be reported to, and included in Cadmus, the EUI Research Repository (EUI Policy). Please indicate if the project funder requests that all project publications must be made available in OpenAIRE.

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**Web**

Will the Research Project have its own Project Web Site?

* Yes
* No

If so, are you interested in showing publications automatically on the Project web page?

* Yes
* No

Will the Project take advantage of EUI Web services such as EUI collaborative tools, blogs, social media strategies, video filming/editing, etc.?

* Yes
* No

**EUI Research Projects’ A-Z list**

I want to my project to be on this list <http://www.eui.eu/Research/ResearchProjectsAtoZ.aspx>

* Yes
* No

Contact: helpdesk@eui.eu

**Other issues**

Additional information that you consider important for the presentation of your project, or other needs and requests:

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**More information**

[Cadmus](http://www.eui.eu/Research/EUIPublications/AcademicPublications/AboutCadmus.aspx) and [Open Access](http://www.eui.eu/Documents/Research/EUIPublications/EUIPolicyonOpenAccess.pdf)

[Search and Browse Cadmus](http://cadmus.eui.eu)

[Communications Service](http://www.eui.eu/ServicesAndAdmin/CommunicationsService/Index.aspx)

[Research Data support](http://www.eui.eu/Projects/EUIdatarepository/Home.aspx)