



Guideline for ECNP Networks

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1. BACKGROUND

Networks are the scientific multidisciplinary pan-European platforms for research collaboration in the ECNP community. The aim of the ECNP Networks, which consist of ECNP professionals, is to create and foster European research networks that can serve as platforms for:

- Consortia that can successfully compete for European and other funding.
- Collecting relevant clinical, psychometric and biological data in and across brain disorders.
- Identifying common standards for personalised medicine.
- Expertise and advocacy in brain health.
- Collaborations with and consultancy by regulatory parties and industry.
- Educational, scientific and strategic input for ECNP.
- Further enhancing the translational character of ECNP.

The ECNP Networks form a matrix of transnosological and disease-oriented networks.

The Networks should disseminate their research findings via existing ECNP activities and publications (preferably in *European Neuropsychopharmacology*).

Each ECNP Network is led by a Chair and a Co-chair. Chairs and Co-chairs of Networks and TWGs form the Networks Taskforce, which reports to the Networks Board and meets twice a year. At each Taskforce Meeting only one of the Chairs will represent the Network. The Networks Board guides the ECNP Networks. See [here](#) for more information.

2. CONTACT POINT

The ECNP Office is the main initial contact point for the ECNP Networks.

You can contact us via and send any question to: ecnp-networks@ecnp.eu

See [here](#) for FAQs about the Networks (i.e. joining a Network, open calls).

3. APPLICATION

Before preparing your application, please visit the ECNP website to discover more about our current [Networks and Thematic Working Groups \(TWGs\)](#).

3.1 General requirements of the proposed Network and its members

- By applying for a Network, it is understood that proposed members of the Network are already members of ECNP, or they will become ECNP members within 4 weeks after the approval of the proposal. To apply for ECNP membership, click [here](#).
- Members are recognised as current or upcoming European leaders in the relevant domain of basic, translational and/or clinical neuroscience.
- Networks are based on successful European research or clinical centres with a considerable track-record in research and in obtaining external funding within translational neuroscience.
- Members have been involved in successful collaborations with other centres.
- The Network has a Chair and Co-Chair, who represent the Network and communicate with ECNP (see section 4.1).
- Chair and Co-Chair will become members of the ECNP Network Taskforce (see section 4.1).
- There is no maximum number of members per Network. Networks are encouraged to consider how to best organise themselves. Experience shows that having a core group of max. 15 persons is an efficient approach and will fit into the overall yearly budget.
- Members from outside Europe can be accepted in the Network if their expertise, lab resources or data are deemed necessary for the aims of the Network (e.g. preparing a grant application).
- When evaluating the proposal, the Networks Board will also take the composition of the Network into account (i.e., geographical distribution, gender balance, career stages and scientific complementarity). See section 3.2 for other details.

3.2 Requirements of the application

Two deadlines for application each year: 1 April and 1 October.

The application (max 4 pages) must include the following:

1. A description of the main goals and aims of the Network and a clear documentation how the initiative is distinct from other existing European networks. It should also explain how it can strengthen the overall goals of the ECNP Networks initiative and meets unmet needs.
2. A list of the proposed (European) centres and the name of the main scientist of the centre that is proposed as member of the Network (see point 7 for other details).
3. A list of the main roles and responsibilities of each centre/member.
4. Clear plan of the actions to be taken by the Network (i.e., agenda, time schedule, flow chart).
5. A provisional budget (see section 6.1).
6. Consent to include both the name of the ECNP Network and the representatives of the collaborative centres as authors in any manuscript related to the work accomplished by the Network.
7. Applicant(s) must make sure to balance the composition of the Network, not only in terms of scientific expertise, but also of gender, career stage and geography. The Network should aim to have:
 - ✓ A gender ratio of about 50%.
 - ✓ An optimal balance between senior and mid-career members.
 - ✓ An optimal geographical spread, by having members from different countries (European or outside Europe). It is possible to have two members coming from the same country, but these two members should preferably be employed at different centres (exceptions to this rule may be accepted).
 - ✓ An optimal total number of members, that can fit into the overall yearly budget. Experience shows that having a core group of max. 15 persons is an efficient approach.

3.3 Assessment of the application

The initial application is assessed by the Networks Board in stage 1 and may be subject to requests of changes, updates and additional information in stage 2. The application assessment follows this order:

- The proposal is sent to the ECNP Office (ecnp-networks@ecnp.eu) to the attention of the ECNP Networks Board.
- The ECNP Networks Board will evaluate the proposal and consult the ECNP Executive Committee Officers (stage 1).
- The Board can request the applicants to submit a revision of their proposal (stage 2).
- The ECNP Networks Board makes a final decision about funding and the applicants receive the decision from the ECNP Office.
- In stage 2, the applicant will be asked to present the proposal during a Taskforce meeting. The content and aim of this presentation might differ, depending on timing of the Taskforce meeting (pre-approval or post-approval). The applicant will be guided by the ECNP Board.
- Failed applications can be revised and resubmitted after two years.

4. ORGANISATION

4.1 Chair and Co-Chair of the Network

Chairs and Co-chairs of Networks in principle serve a three-year period but can be re-elected. The work of the Chair and Co-chairs is seen as voluntary work.

In line with ECNP's code of conduct, a transparent and democratic procedure for the election and discharge of chairs is followed. Whenever elections will be held, the ECNP Office must be informed immediately.

Requirements of Chair/Co-chair are the following:

- Steer the Network.
- Be the contact persons between the Network and the ECNP Networks Board/ECNP Office.
- Be an ECNP member.
- Attend all Taskforce Meetings (one of the Chairs will represent the Network) and the Core Network meetings.
- Make sure the Network follows the aims and objectives and send the annual report and budget to the ECNP Networks Board and ECNP Office before deadline stated.
- Assess the new applications to join their Networks, following the [guideline](#) for membership.
- Periodically evaluate the involvement and commitment of each member within the Network.

4.2 Internal organisation of the Network (core and shell groups)

A core group of members should be identified by the Chairs. The main activities of the Network throughout the year are discussed by the core group. Other members, who cannot guarantee a constant contribution to the Network (or for any reason want to be in the Network but not in the core group), but provide necessary expertise, can be part of a shell group with advisory functions.

4.3 Inactive members

Members of the core and shell groups are expected to be active and contribute to the Network activities. The Chairs should inform the Board about any member who they consider not active (e.g. not replying to emails, not joining meetings, etc.). This member should be invited by the Chairs to discuss the reason for inactivity, how he/she wants to continue in contributing to the Network and if a replacement from his/her institute and/or company might be appointed. A deadline to give a reply should be indicated. The Board can function as a consultant in the procedure.

5. DELIVERABLES

ECNP regularly and carefully evaluates the progress and state of the Networks to ensure that the Networks are active and their activities in accordance with good governance and the accounting principles of a non-profit organisation. Evaluations are based on the annual reports and deliverables of the Networks and at the meetings between the Networks Chair/Co-chair with the Networks Board. Deliverables required from the Network include, among others:

- List of Network members that is published on the ECNP website, including member name and affiliation. Whenever changes in memberships occur, the ECNP Office needs to be promptly informed.
- Annual report on general achievements of the Network, including activities of the current year (e.g. funded projects, submitted proposals, publications), activities planned for the next year, dissemination activities within and outside ECNP, possible “special projects” items in the budget for the next year (see section 6). The ECNP Office provides a template to prepare the report. The report is discussed during the Taskforce Meeting in February/March (see section 6.2).
- Update on achievements of Network members regarding the main goals and objectives of the Network.
- Notes and minutes of Network meetings (or conference calls) to be sent to the ECNP Office within two weeks after the meeting. These should include a list of attendees.
- List of planned, submitted or funded projects through European Programmes (e.g. HORIZON 2020, IMI) or other funding agencies.
- List of publications from the Network, specifying those acknowledging the ECNP Networks support.
- Network attendance and activities at symposia, public domain etc.
- Activities with other ECNP Networks or Thematic Working Groups (TWGs).
- Budget of the Network (see section 6 for details).

The deliverables will be posted on the [ECNP website](#).

To provide transparency and justify the support, Networks are yearly evaluated by the Networks Board and the evaluation is reported yearly to the ECNP Executive Committee (EC). See section 8 for the evaluation criteria.

6.FINANCE

6.1 Annual Budget

The applicant and members of the ECNP Network must agree with the following statements:

- Networks are financially supported by ECNP, initially for a three-year duration, after which the Board will decide if ECNP will continue to support the Network. If the extension is approved, the Network continues to receive support (based on budget proposals) and is yearly evaluated by the Networks Board.
- The **maximum total budget for all the activities of the Network is EUR 15,000 per year**. Funding can be renewed for the next year if: 1) Network progresses and plans receive approval by the Networks Board; 2) if the overall budget allows it.
- After evaluation and approval by the Networks Board, new additional activities can be included in the Network budget. For details, see the section 6.3 ‘Special projects’. The maximum budget remains EUR 15,000 per year.

- All Network members must agree with and follow the ECNP reimbursement and support policy (see section 6.2 and 6.3).
- Network Chair and Co-chair are responsible for the administration of the costs of the Network according to the ECNP reimbursement policy. Each year, the Chair and Co-chair will provide a provisional budget for the Network's activities in the forthcoming year. Financial arrangements are simple and allow flexibility for the Networks on the one hand, and function as a clear *modus operandi* for the ECNP Office (with required accountability) on the other hand. ECNP has a clear obligation to develop processes that are fair, transparent and auditable. Provisional budgets for the next year must be sent to the ECNP Office before 1 November, following the provided template. The budget must be approved by the Networks Board before any activities can take place. The budget will be reviewed by the Board before 31 December. **Without approval of the annual budget, the Network cannot claim any cost.**
- As the maximum total budget for all the activities of the Network is EUR 15,000 per year, the unspent budget of the Network returns back to ECNP at the end of the same year and cannot be cumulated with the budget of the following years.
- If the Network ends at any time, the budget amount not spent remains with ECNP.
- All documents to process the reimbursements need to be received by the ECNP Office as soon as possible after costs have been made. Any remaining costs should be declared at the latest **before 15 January** of the year following the work done. Any claim after this date will not be granted.
- **IMPORTANT: during the year, Networks can ask approval for unforeseen activities that were not mentioned in the budget. Such activities can be reimbursed only after approval of the Board and if there is still room in the budget. ECNP Networks must ask approval BEFORE the start of the unforeseen activity, to know in advance if the reimbursement will be granted.**

The following items are part of the Network budget of EUR 15,000 per year:

- Core Network meetings (if applicable)
- Taskforce Meetings
- Stand-alone meetings
- Special projects

The following items are NOT part of the Network budget and are NOT eligible for (secretariat) reimbursement:

1. Support for research activities of the Networks
2. Implementation of a research protocol, recruiting patients, generating or analysing data, recruiting new centres, etc..
3. Communication between chairs and the ECNP Office

6.2 Network Meetings and reimbursement policy

What?	Why?	Who?	When?
Core Network Meetings	Upon invitation of the Board, Chair/co-Chair will meet with the Board to discuss the Network's progress, activities and challenges.	Network Chair/co-Chair Networks Board	Upon invitation: during the annual ECNP Congress
Taskforce Meetings	In these meetings, the Networks Taskforce discusses overall topics and gets updates on the activities of the different Networks and TWGs.	Networks Taskforce: Chairs (OR Co-Chairs*) of Networks Chairs of TWGs Networks Board Proposers of new Networks/TWGs (*not both Chair and Co-Chair)	Biannually: the first usually in The Netherlands in February-March; the second during the annual ECNP Congress
Stand-alone Meetings	These meetings are organised by the Network for their members to discuss progress and aims and prepare applications and deliverables.	Network Chair/co-Chair Network members Other invitees (see below)	Any time

Costs for meeting organisation that can be claimed in the Network budget are:

- ✓ room rental, catering and AV equipment - at the lowest cost possible.
- ✓ Travel and accommodation of participants according to the following policy.

Reimbursements policy for travels

Only Network members that are also ECNP members at the time of the meeting can request reimbursement for their travel. For information regarding ECNP membership, click [here](#). All travel reimbursements must be claimed within two weeks after the meeting. The ECNP Office provides a reimbursement form to be used for travel costs and it should be sent to the appropriate participants before the meeting. Travel reimbursement includes:

- Free registration at annual ECNP Congress, only applicable for the chair **and** co-chair either representing the Network during the Taskforce Meeting and/or attending the stand alone meeting at the Congress.
- Reimbursement of one night at a hotel with a maximum of EUR 160 if attending a taskforce or stand-alone meeting.
- Reimbursement of travel costs from city of origin to congress/meeting city and back if attending a taskforce or stand-alone meeting for a maximum fixed amount of EUR 400 within Europe and EUR 1,200 from outside Europe based on:
 - flight ticket at a maximum of an airfare round trip economy class ticket (APEX airfare) under the conditions that the ticket cannot be cancelled, is non-flexible and the booking is done as early as possible (statistically proven 8 weeks prior to the meeting)
 - or
 - train ticket return journey based on second class
 - or
 - driving by car with petrol reimbursement (max. EUR 0.25 per km), tolls, and parking costs (at the congress/meeting location only).
- Additional travel costs (such as taxi costs to/from the airport or to hotel, meals etc.) will not be reimbursed.
- Reimbursement for hotel and travel to attend Taskforce meeting are applicable only for the chair **or** co-chair (not both) representing the Network during the meeting.

Other rules for stand-alone meetings

1. The total available budget for the meeting (to cover the total costs of room rental, catering, equipment, travel and accommodation of participants) is calculated by ECNP on the base of the number of expected participants who are also ECNP members, using this formula: $\text{EUR } 600 \times N$ (N= expected attending ECNP members).
2. The above formula does NOT imply that there is a maximum budget for travel expenses per person (e.g. EUR 600). Each participant is reimbursed on the base of the travel policy and if the total budget allows.
3. Stand-alone meetings are for Network members. However, if the topic of the meeting requires invitation of experts not being members of the Network, their travel costs might be reimbursed by exception. These experts are not Network members, but their presence is deemed necessary because of their unique expertise within the scope of the meeting. A request to invite these experts should be sent to the ECNP Office for approval, at least two weeks before the meeting. These invitees are reimbursed against the Network budget if they are ECNP members, at the time of the meeting.
The only exception to the rules of travel reimbursement for ECNP members is the invitation of special experts. See below section 6.3.7 in Special Projects.
4. Agenda and minutes must be sent to the ECNP Office within two weeks after the meeting. No reimbursements can be administered until minutes are received.
5. A member of the Network, who cannot join a stand-alone meeting, cannot transfer the right of reimbursement to another person.

6.3 Special projects (for Networks)

Special projects aim to further promote the activities of the Network and TWG. *Special projects will be part of the Network budget and must have been approved by the Networks Board to process the reimbursements.* TWGs can also obtain reimbursement for special projects upon Networks Board approval.

The following items are eligible as special projects for the Network budget:

1. Data entry
2. GridSAM
3. Secretarial support
4. Open access publications fees and press release
5. Special travel of the Chair or Co-Chair or a representative (to external meetings relevant for the network, see below)
6. Working dinners
7. Invitations of Special Experts to a stand-alone meeting
8. **Other projects**

The reimbursement request of any cost connected to the activities for special projects needs to contain:

- ✓ Time sheets with a description of the activities performed by any person involved in the project, if applicable.
- ✓ Original salary slips, if applicable.
- ✓ Invoices.

All the invoices need to be addressed to:

ECNP Research and Scholarship Foundation
Bolognalaan 28,
3584 CJ, Utrecht, The Netherlands
VAT Nr: NL 807967087B01

All documents need to be received by the ECNP Office as soon as possible after costs have been made, but the latest before 15 January of the year following the work done.

6.3.1 - Data Entry

The data entry project must be central to the Network activities and involve collaboration across the different members of Networks (or also across different Networks). Side projects of a single group cannot be approved. Support for data entry can be requested the year before in the budget proposal of the Network. The request of support for data entry in the budget must provide the following information:

- A short description of the project.
- A list of the activities to perform.
- An estimate of the hours of work.
- An estimate of the hourly rate.

To be eligible for reimbursement, the activities of data entry must be connected to the Network activities and must **not** include non-eligible activities such as the implementation of a research protocol, recruiting patients, generating or analysing data, recruiting new centres, etc. (see above for the others). Generation or analyses of data are not eligible for reimbursement. Data entry in GridSAM can be included in this project (see below for other details about GridSAM). A project of data entry not in the GridSAM database (see below) may be approved.

6.3.2 - GridSAM

GridSAM is a platform developed by CIBERSAM (Spanish Research Network on Mental Health) and the Institute of Instrumentation for Molecular Imaging (I3M) of the Valencia University of Technology (UPV) as a tool to centralise and standardise the data from brain research studies. GridSAM is a certified web application accessible from any web browser connected to the Internet. Access is restricted to users with an account, identified by a username and a password, using secure communication protocols. For the ECNP Networks, GridSAM has developed a tool to use the application for research data from Networks research. Information in GridSAM is organised by projects. Each project is formed by a group of centers (from a network) who contribute with information from different subjects, according to a specific data protocol. GridSAM encourages the use of standard terminology, common codification of field values, standard evaluation reports and the availability of a minimal common record set among all the projects. Whenever possible, GridSAM incorporates self-checking rules to verify if the information is within reasonable bounds or if it is coherent with the data in other fields. For more information, please contact the ECNP Office.

Costs to implement the GridSAM platform for a special project can be part of the Network budget. The costs for GridSAM include the IT support. The costs for GridSAM do not include the data entry in GridSAM (see above). The overall cost of setting up the platform has been paid by ECNP Research and Scholarship foundation and has not been recharged to each Network.

Please note that network members will need to form a consortium (with a consortium agreement covering data exchange under GDPR between partners) that subsequently signs a contract with the I3M institute. ECNP is no partner of GRIDSAM or the consortium.

6.3.3 - Secretarial support

Networks can use a secretary to manage their administration activities. The Network can use their budget to financially support the secretary. The request of support for secretarial support in the budget must provide the following information:

- A list of the activities to perform.
- An estimate of the hours of work.
- An estimate of the hourly rate.

An invoice must be sent to ECNP Research and Scholarship Foundation from the institute which staff has supported the secretarial activity (including timesheet, activities and salary slips). The maximum reimbursable amount per year cannot exceed EUR 3,000. Secretarial activities eligible for reimbursement are:

- ✓ Organisation of stand-alone and Taskforce Meetings (for example, time spent to reserve hotel and venue, agenda and minutes preparation).
- ✓ Mailing and other communication between Network members.
- ✓ Organisation of conference calls.
- ✓ Preparation of the Network budget and annual report of activities (duty shared with the Chairs).
- ✓ Preparation of the invoices and documentation for reimbursement of the Network activities using their budget.
- ✓ Give input and content on a regular basis for the Network's page at the ECNP website.
- ✓ Management of Network SharePoint content (see section 8.1).

Any secretarial activity not related to the above work for Networks is not eligible for reimbursement.

6.3.4 - (Open access) publications fees and press release

ECNP promotes publications. When applicable, ECNP urges all the Networks and TWGs members to always acknowledge ECNP in their publications. To further sustain and promote the activities of its Networks, ECNP will periodically announce the publications of these articles (when ECNP and the Networks appear in the acknowledgments) to its community via website, social media, mailing and other communication channels. Reimbursement for open access publications fees can be inserted the year before in the budget request of the Network.

The invoice receival date determines which annual budget is used (i.e. invoice receival date is in 2020, then the 2020 budget is used).

The support for the costs for the open access publications is allowed if the following criteria are met:

1. The Chair of the Network/TWG must communicate to the ECNP Office **before the submission of the publication to the journal**: title of the publication, list of authors and name of the journal, and the request of the reimbursement.
2. ECNP and the name of the ECNP Network/TWG appear in the acknowledgment of the publication.
3. The publication is on a scientific journal with an [SJR score](#) not lower than 1.5 in the last 2 years. ECNP encourages the submission of articles to *European Neuropsychopharmacology*.

By asking and accepting the reimbursement, all the authors of the publication agree that ECNP announces via its website, social media, mailing and other communication channels that: 1) the article has been published; 2) the article is open-access; 3) the ECNP Network has been acknowledged by the authors of the publication.

Networks can also claim from their budget the costs of a press release using the press officer of ECNP. The press release can be reimbursed if:

1. The publication is open access and the Network already used its budget for the fees for this publication.
2. The Networks Board receives a request by the Chairs that clearly explains why a press release about the paper is important for the aim of the Network.
3. ECNP and the ECNP Network are acknowledged in the text.

4. The press release is prepared by the press officer of ECNP. Costs are discussed with the press officer, but the quote has to be sent to the Networks Board for approval of the cost.

6.3.5 - Special travel of the Chair (or Co-Chair)

ECNP can cover one special travel per Chair/Co-Chair per year, to attend a meeting *not organised by ECNP*, if the following criteria are met:

1. The Chair (or the Co-Chair) attends the meeting. No other representatives can request the reimbursement.
2. The Chair of the Network/TWG must communicate to the ECNP Office: name of the meeting, date, location and reasons to attend (at least 4 weeks before the meeting).
3. The attendance to the meeting must be fundamental for the aims and objectives of the Network/TWG and help to promote their activities or results in a submission of an EU research call.
4. If the Chair is presenting, the ECNP Network/TWG logo must appear in the acknowledgment of the presentation.
5. If chair and co-chair are not available or another Network member is better qualified, they can propose a representative. The representative must be a member of ECNP and a member of the Network.

Request of reimbursement for special travel can be inserted the year before in the budget request of the Network or a special request for ad-hoc approval can be made. Reimbursement for special travels follows the ECNP travel policy for Networks and TWGs.

6.3.6 - Special experts

Only Network members being also ECNP members can request reimbursement for their travel to attend the stand-alone meetings. However, ECNP encourages the opportunities of networking with other partners. To do this, ECNP can cover by exception the travel costs for max two special experts per year, to attend a stand-alone meeting organised by the ECNP Network, if the following criteria are met:

1. The special expert is NOT member of ECNP and is NOT member of any Networks/TWGs at the time of the meeting.
2. The attendance of this special expert must be fundamental for the aims and objectives of the Network/TWG meeting.
3. The Chair of the Network/TWG must communicate to the ECNP Office (at least 4 weeks before the meeting): name of the special expert, date and location of the meeting, and reasons for the special expert to attend.
4. The ECNP Office must communicate to the Network Chair the approval for the reimbursement of the travel for the special expert.

Request of reimbursement for the travel costs of the special expert can be inserted the year before in the budget request of the Network. Reimbursement for the travel of the special expert follows the ECNP travel policy for Networks and TWGs.

6.3.7 - Working dinners

Networks can organise a working dinner right after or the evening preceding the stand alone meeting. The total available budget is EUR 50 for ECNP members attending the dinner (this cost is not included in the budget of the stand-alone meeting) and if the year budget of the Network allows. The reimbursement can be requested if the following criteria are met:

1. The working dinner is right after or the evening preceding the stand alone meeting and does not have conflicts with other ECNP events (e.g. ECNP faculty reception during the Congress).
2. The working dinner is on the agenda with items to discuss
3. The minutes of the stand-alone meeting includes the working dinner. Names of the people attending the working dinner must be reported.

6.3.8 - Use of the budget for other projects

ECNP and the ECNP Networks Board are open to be flexible in using the Network budget for other activities not listed above, but **the Chairs must contact the ECNP Office in advance** to know if the project is eligible and the reimbursement will be granted.

6.4 Extra activities on top the yearly budget

6.4.1 Grant proposal preparation

As obtaining EU funding is one of the main objectives of the Networks, ECNP offers to support with up to EUR 5,000, to engage a specialised agency to help put together the proposal. If the application is successful, this amount must be returned to ECNP. This is not part of the budget of EUR 15,000 of the Network/TWG.

6.4.2 Network & TWG Educational activities

ECNP will support educational activities organised by the Networks (and TWGs). A Guideline for review and funding of Networks & TWGs Educational activities (that may include schools, workshops and symposia) can be requested to ecnp-networks@ecnp.eu.

7. EVALUATION

Networks are financially supported by ECNP, initially for a three-year duration, after which the Board will decide if ECNP will continue to support the Network. If the extension is approved, the Network continues to receive support and is yearly evaluated by the Networks Board.

To provide transparency and justify the support, yearly evaluations take place during the Taskforce Meetings and Core Network meetings. The points that will be evaluated by the Networks Board and reported yearly to the ECNP Executive Committee (EC) are:

Network theme

- ✓ Relevance of the theme for ECNP and translational neuroscience.
- ✓ Vision and strategy for the coming years, including an assessment of the funding landscape.

Composition of the Network in terms of:

- ✓ Academic standing
- ✓ Geographical diversity
- ✓ Participation of clinical and basic scientists
- ✓ Involvement of mid-career scientists
- ✓ Gender balance

Deliverables in relation to ECNP funding expenditure

- ✓ Projects funded by EU (and other funders)
- ✓ Submitted proposals
- ✓ List of publications acknowledging ECNP Networks support
- ✓ Symposia etc.
- ✓ Collaborative projects within the Network and TWGs

If ECNP Networks guidelines and procedures were followed accurately and timely with respect to:

- ✓ Elections of Chair and Co-chair.
- ✓ Applications to become a member of the Network.
- ✓ Annual report and request for budget.
- ✓ Reimbursement procedures, including the financial report for special projects.
- ✓ Preparation and deliverables of stand-alone Network Meetings.
- ✓ Attendance of one of the chairs at the annual Networks Taskforce Meeting.

After assessment of the above and discussion with the Network's Chair and Co-chair, the Networks Board will advise the EC to:

- ✓ Continue the support of the Network for the next year.
- ✓ Continue the support of the Network, but with specific action points that need to be addressed within the next year.
- ✓ No longer support the Network. In this case, Networks can reapply to become again an ECNP Network after structural changes have been made.

8. OTHER

8.1 SharePoint

SharePoint is a database platform for each Network to store documents accessible for all its members. A login is required and can be obtained via the ECNP Office (ecnp-networks@ecnp.eu).