

QUALITY CONTROL WEBINAR



Co-funded by the European Union under Grant Agreement n° 101166718



AGENDA

- **Formatting and style**
- **Editing a document**
- **Best practices**
- **Who checks what ?**
- **Use of Artificial Intelligence**

FORMATTING AND STYLE

- **Use of EURAD-2 templates**

- All available on ProjectPlace under a specific folder – all organisations have at least 1 person who has access to this
- All templates have predefined styles for headings and font (whenever possible use Arial)

- **Common formatting errors**

- Not updating the table of content
- Not actualising the date of the document
- Contractual date and actual delivery date: only month and year
- All figures / pictures must have a legend

☐	 Name 
☐	 EU emblem In the context of European Partnerships.pdf
☐	 EURAD-2 Deliverable template.docx 
☐	 EURAD-2 Graphic Chart.pdf
☐	 EURAD-2 Milestone template.docx
☐	 EURAD-2 Minutes of meeting template.docx
☐	 EURAD-2 Powerpoint template.pptx
☐	 EURAD-2 Template poster.pptx
☐	 EURAD-2 Word template.docx
☐	 Presenter sheet.docx



EDITING A DOCUMENT

- **Always use track changes**
 - Mandatory to facilitate quick review and editing
 - Use clear, direct edits rather than inserting explanations into the text
 - Distinguish between minor (spelling, grammar) and major edits (rewording, restructuring)
- **Commenting and replying**
 - When making a comment for modification, provide new proposal or clear explanation to avoid forth and back comments
 - Keep comments concise and actionable, be specific (no « unclear » or « check this »)
 - Try to assign ownership of changes, tag the person if possible



BEST PRACTICES

- **No personal data (no emails / phones) should be included in any documents**
- **File naming conventions**
 - Check the Data Management Plan : <https://www.ejp-eurad.eu/publications/eurad-2-d13-data-management-plan>
 - EURAD2_[WPN°]_[ACRONYM]_[TaskN°]_[SubtaskN°]_[Type]_[NAME]
- **Version control strategies**
 - ProjectPlace has an automated versioning in place, no need to add the version of the document at the end of the file name
 - Always store a final version with track changes and one clean, do not overwrite everything
- **Storing and submitting documents**
 - All documents must be accessible on ProjectPlace
 - If need of dissemination (apart from deliverables), this must be communicated to the secretariat
 - All documents must have been approved by someone (WP Leader, PMO, etc,...) before their official submission



WHO CHECKS WHAT ?

- **Lead Author / WP Leader:** Content accuracy, technical depth.
- **Peer Reviewers:** Logic, clarity, and coherence.
- **WP Leader / Board:** Formatting, template compliance, citation consistency, deadlines.
- **All Contributors:** Ensure their inputs are complete and final.

USE OF ARTIFICIAL INTELLIGENCE

- **At the EC level some entities have received a warning – therefore please exercise discretion use of AI, especially for deliverables, searching for references in the field, etc...**
 - Information produced by AI must always be verified to ensure that there is no bias and/or inaccuracies
 - Mandatory disclosure when generative AI has been used (tool and role)
 - Responsibility for all output produced is the researcher's / author's one
 - Protected / sensitive information must not be shared with external AI (respect confidentiality, intellectual property rights and proper citation)
 - Guidelines on the responsible use of generative AI in research, elaborated by ERA Forum Stakeholders:
<https://andra-fr.projectplace.com/#direct/document/647291398>



DOCUMENTS OF REFERENCE

- D1.2 Quality Management Plan : <https://www.ejp-eurad.eu/publications/eurad-2-d12-quality-management-plan>
- D1.3 Data Management Plan : <https://www.ejp-eurad.eu/publications/eurad-2-d13-data-management-plan>