

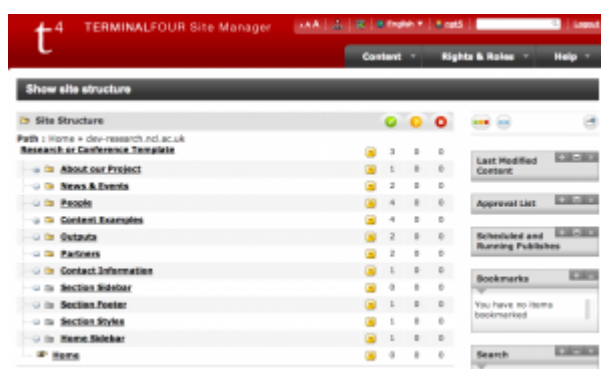
D7.1 Website: Set up and manage website (with a commitment to maintenance for 2 years after the end of the project). Monthly updating of website for project.

Deliverable achieved: The project website is now live and can be found at: <http://research.ncl.ac.uk/fasmed/>

Background:

Our project website went officially 'live' on 1st April 2014. It is sited on the Newcastle University server and is based on the Terminal 4 site content manager platform. This is a system commonly used by Newcastle University and is supported by central university staff. Updating and adding content is the responsibility of the FaSMEd project team.

The T4 cms can be found at cms.ncl.ac.uk and once setup you login using your usual campus username and password. Once logged in, click on **Content** and then **Site Structure** in the tabs across the top, and you'll arrive at a screen that looks something like this.

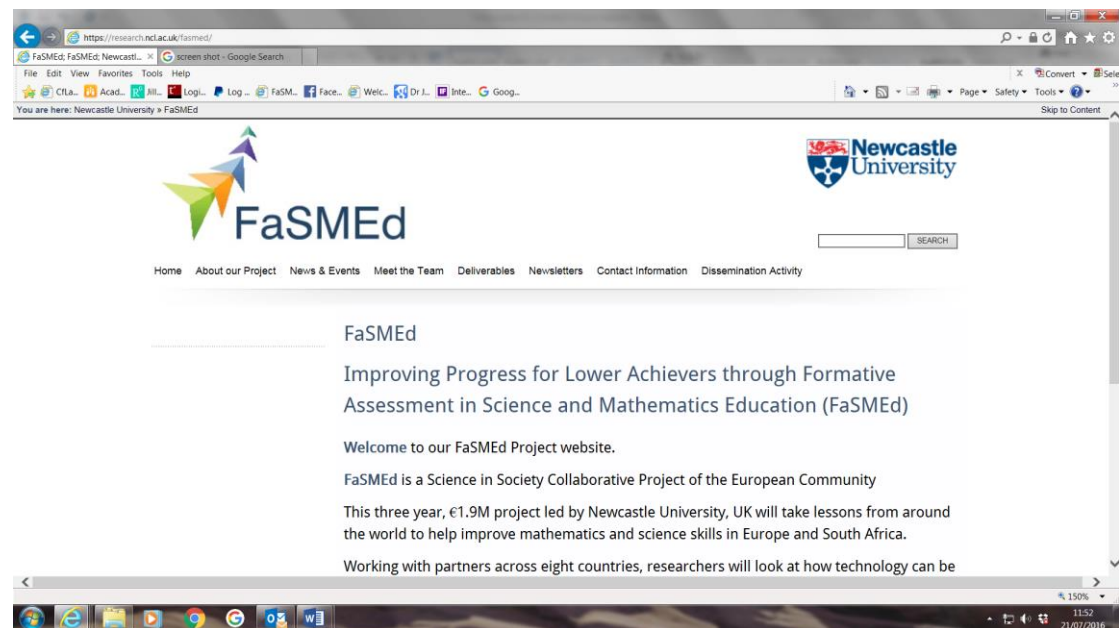


The system is reasonably easy to use and we followed the structure that was suggested by technical staff which is a template based on many other research projects (including European funded) throughout the University.

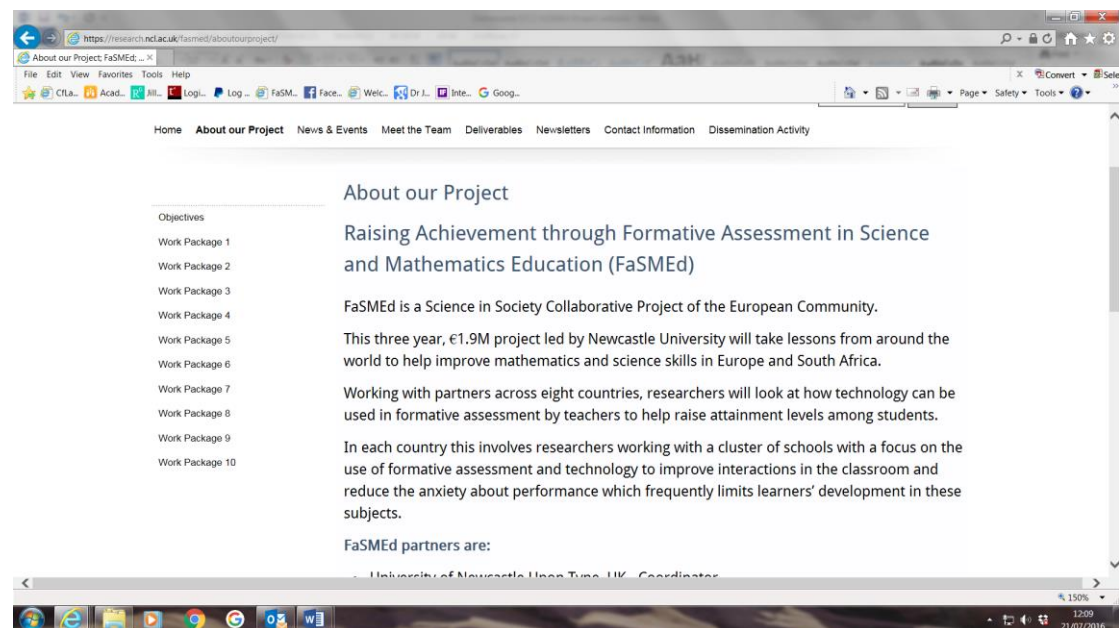
The FaSMEd team engaged in a day's training to learn the basics of using the system but after that we were pretty much left to our own devices. To date all content updating and design changes have been implemented by the Project Co-ordinator.

The FaSMEd website structure

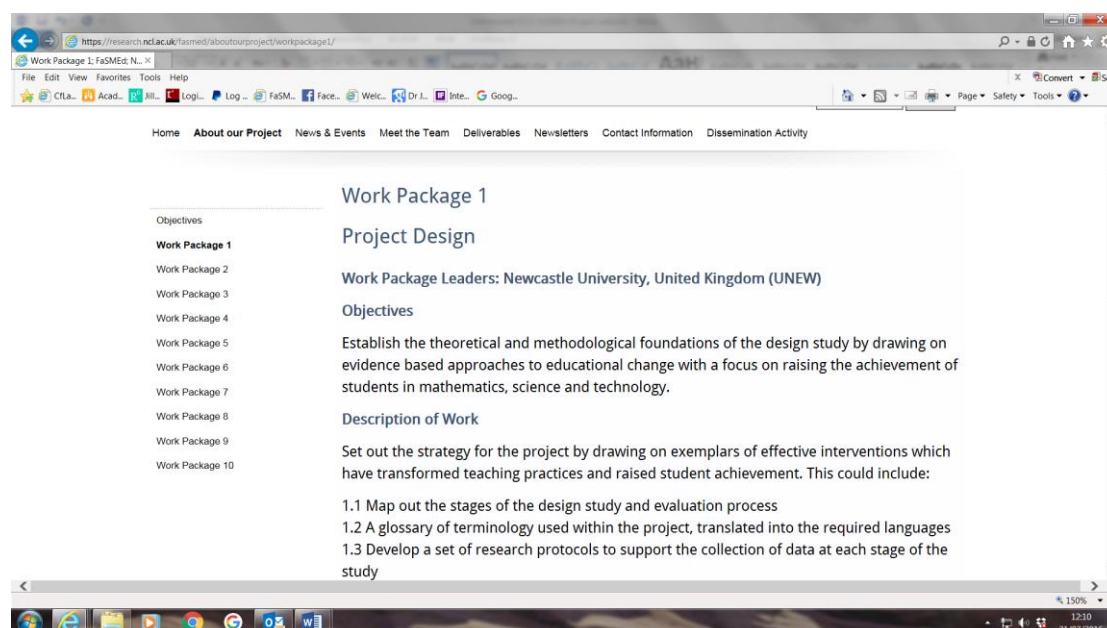
The home page is deliberately designed to be clean and easy to navigate, with the key links visible:



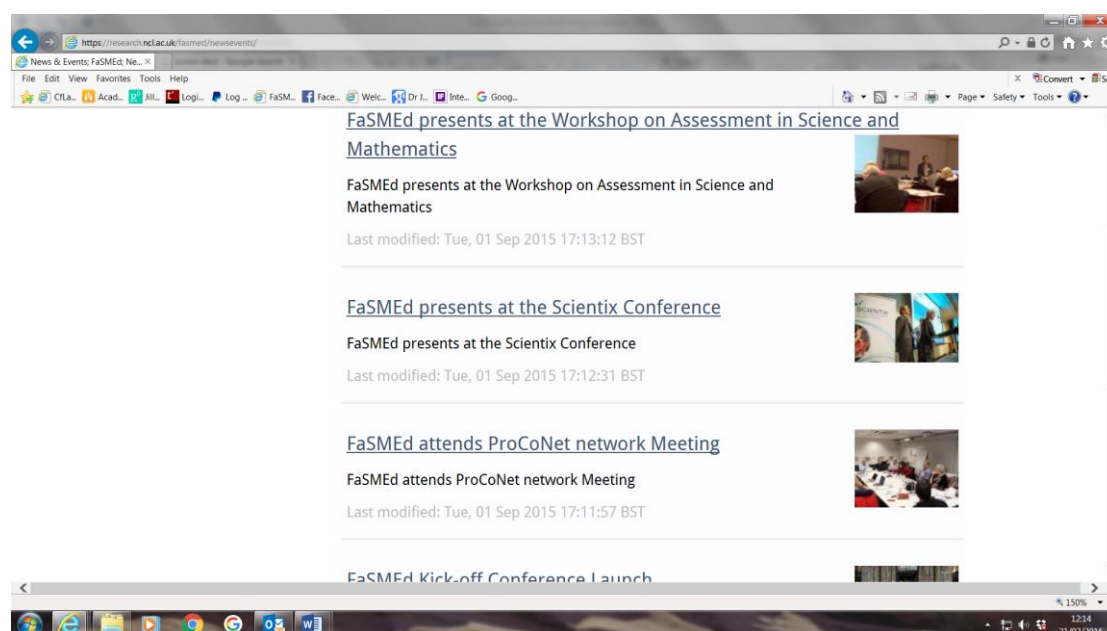
The About our project tab takes the visitor to a page that offers an overall description of the project:



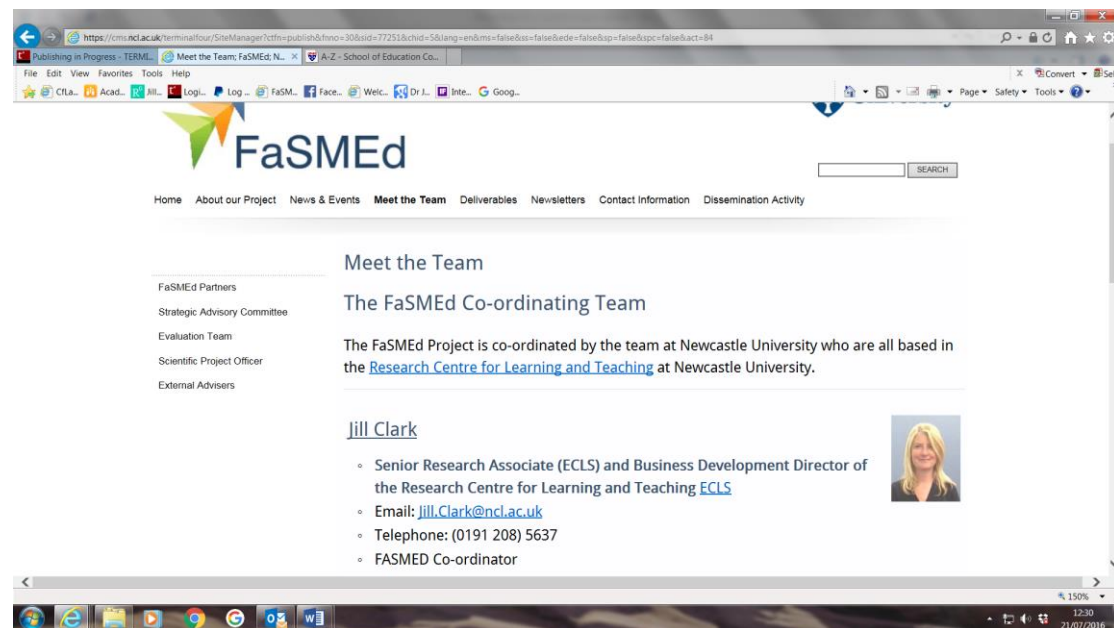
And a key feature of this page are the side bars that outline all the Work Packages of the Project, and within each WP tab there is a further page detailing the specific WP description, leaders, deliverables, etc. For example:



Our News and Events page is a place where we can add details of items that emerge as the project progresses. This page mentions briefly the events and purpose, these are usually described in a more full account as items within our regular newsletters.

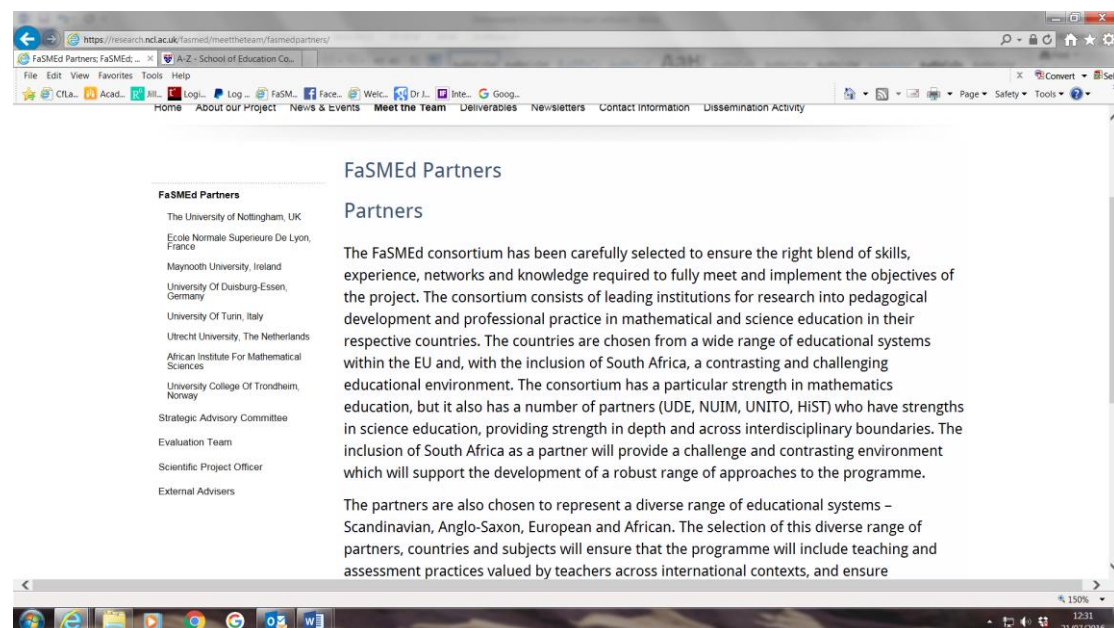


Our Meet the Team page contains details of the FaSMEd team and our roles and institutions.



We feel it is important that all team members are highly visible, so the format details photographs, biographies and contact details.

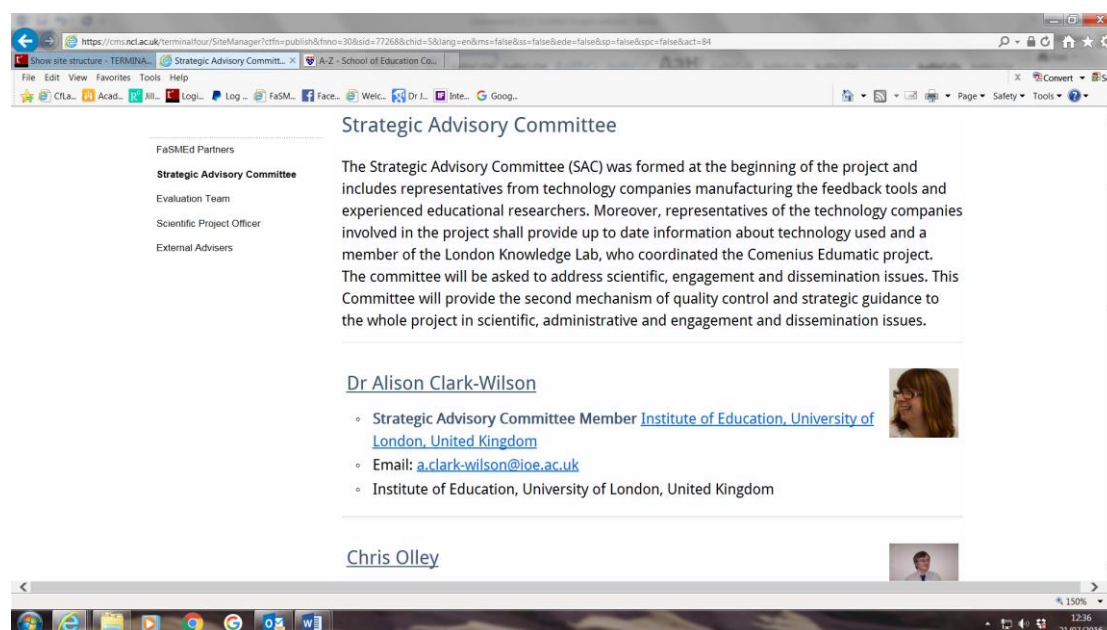
The full partners can be found on the partners side tab



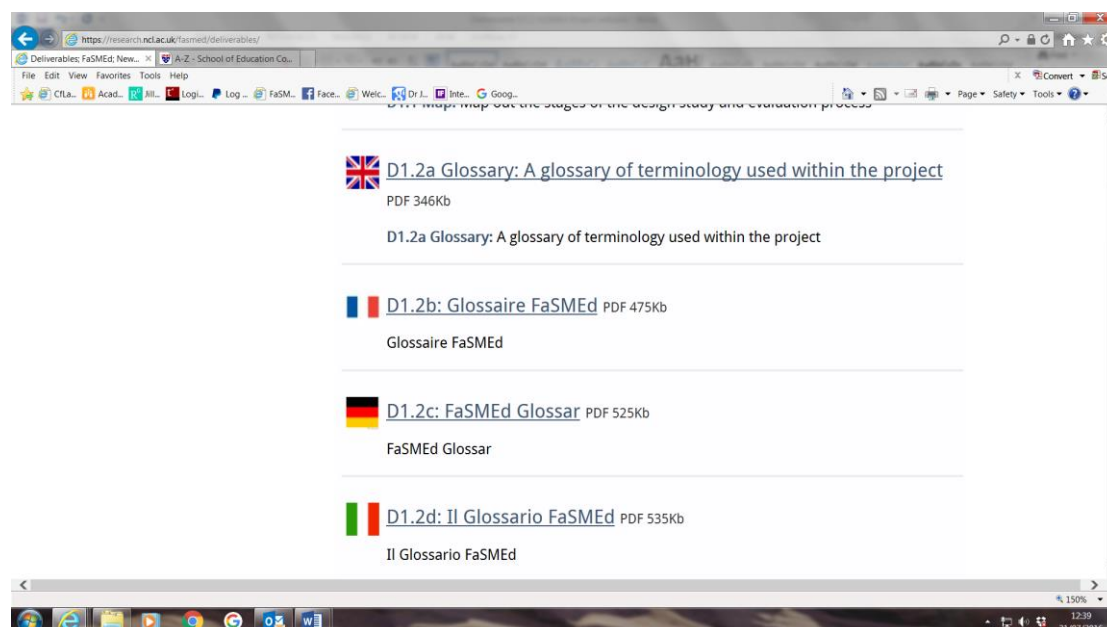
Where it is easy to navigate to the separate partners and find details of all the individual teams. Inevitably there have been staff changes over the duration of the project, we have made every effort to update these details regularly.

An interesting feature of our FaSMEd site is that we also list and include details of our wider project membership: our Strategic Advisory Committee; our Evaluators; our Scientific Officer(s) and our external advisors. This is a way of aiding visibility and acknowledging the broad scope of involvement of

professionals which are important to the successful running of the project. See for example:

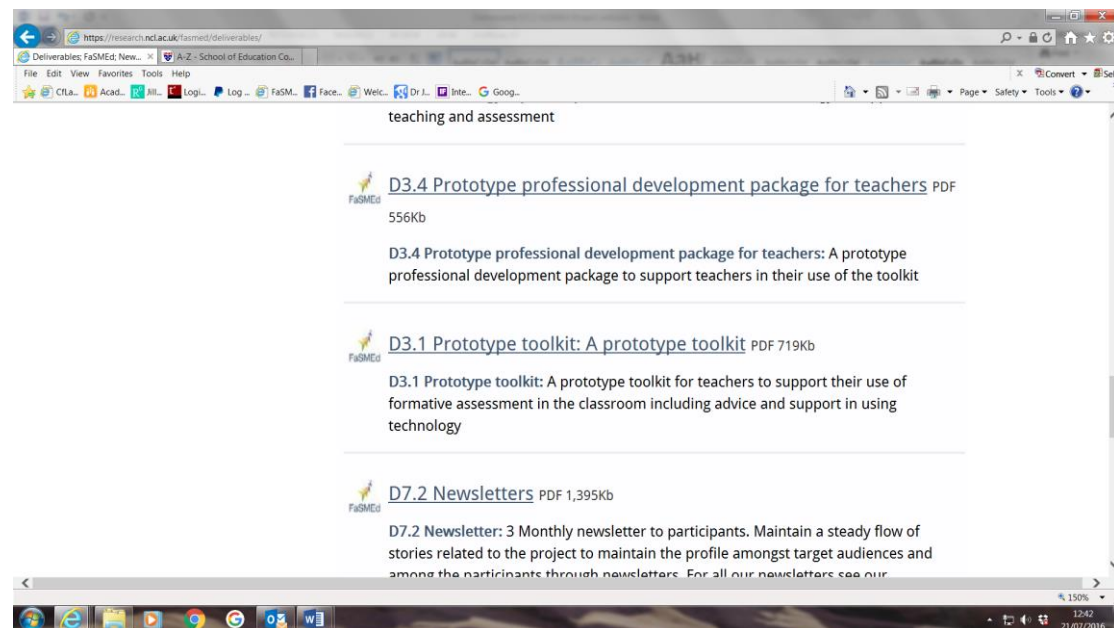


Our Deliverables page (<https://research.ncl.ac.uk/fasmed/deliverables/>) is constantly updated as we progress through the project. Recent additions – based on the recommendations of our Mid-Term Review Panel – were to add the translated versions of our documents such as the Glossary and posters/leaflets. These are easily identifiable by the addition of country flags to help identify target languages, for example:

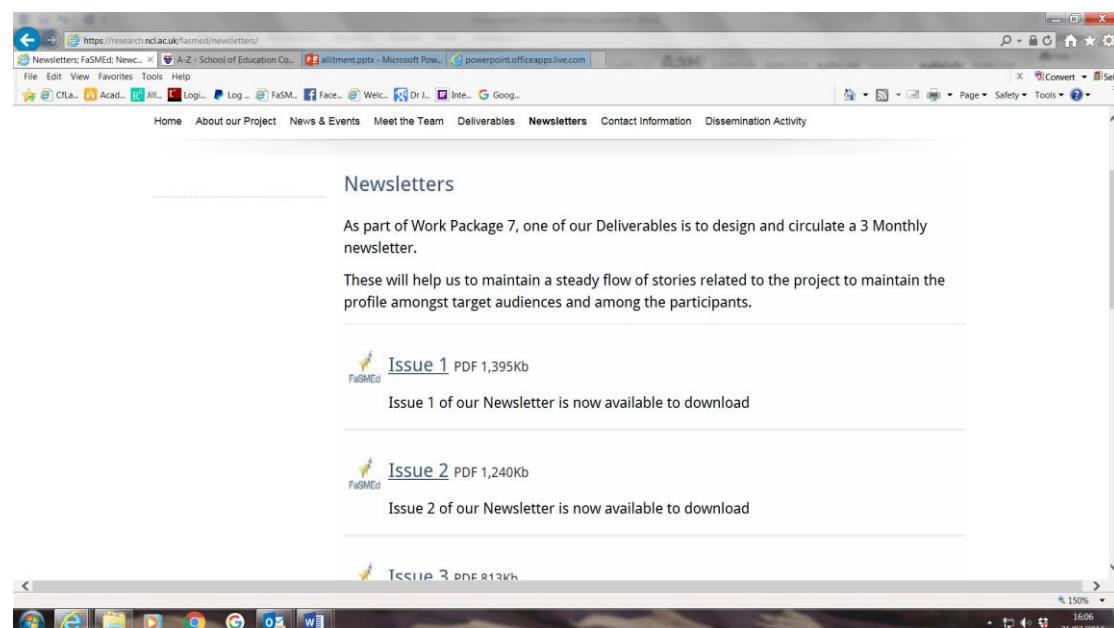


This page has also had the added benefit of having an explicit home for our deliverables that external visitors can find – and download - easily. An example of how this has worked well is when Scientix pulled through the deliverables (our website and project is registered on the Scientix site) and entered them into

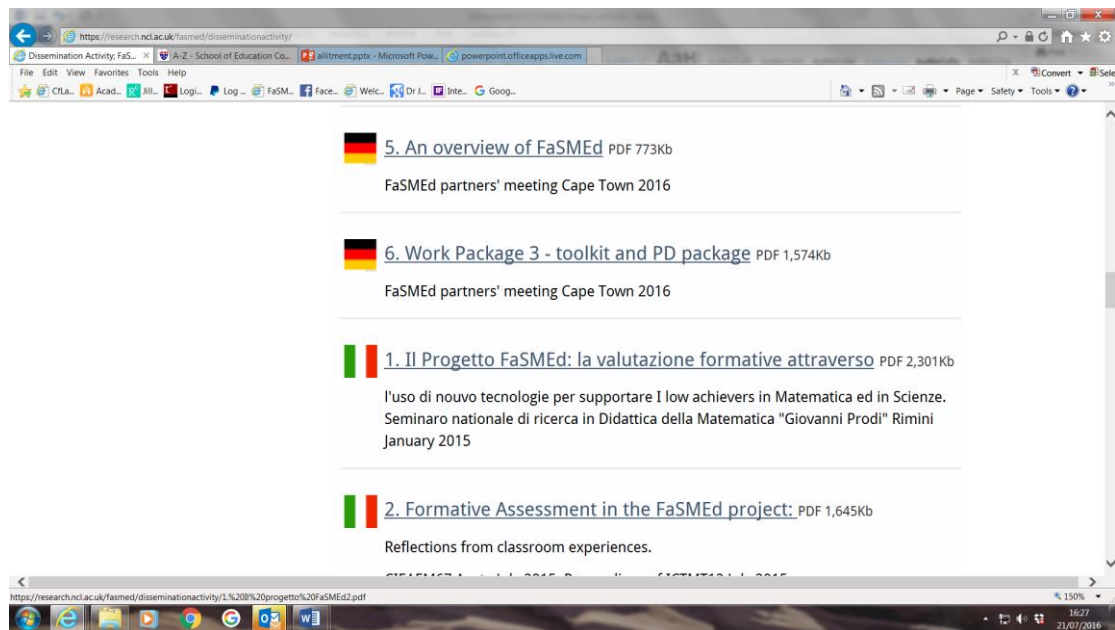
their annual competition. This has resulted in us winning an award for one of our Deliverables, D3.1 Prototype Toolkit:



Our newsletters are a key aspect of our dissemination plan, and we have written and circulated these quarterly since the project began. These are listed, and can be downloaded and printed off.



A new section to the website was added in March 2016, following the advice from the Mid-Term Review Panel, who suggested a section listing all our outward facing dissemination activity. This new section has been populated, and is regularly updated with contributions from all our partners. Some presentations are in key target languages and these can all be downloaded as Pdf documents.



Conclusions

Being able to update the website regularly ourselves is a bonus – we have autonomy over the content, if not the style. Newcastle University will continue to host the site for at least two years after the project officially ends.

Dr Jill Clark, FaSMEd Co-ordinator, 21st July 2016.