



Onboarding Process for External Cohorts

—> A step-by-step plan to join ORCHESTRA

A document provided by WP9 and WP10

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Step 1 – First Contact

Any external cohort that would like to join ORCHESTRA should submit their interest by completing an online questionnaire that will guide them describing their cohort and the nature of their project and interest.

Detailed and comprehensive answers of the external cohort will allow shorter decision making within ORCHESTRA .The questionnaire can be found under the following link:

<https://cloud.orchestra-cohort.eu/apps/forms/qo84RkfroWEci3Yq>

❖ While a list of the already completed questionnaires can be found under the following link:

https://cloud.orchestra-cohort.eu/apps/files/?dir=WP9/External_cohorts/Completed_Form_ExternalCohorts&fileid=16593

Step 2 – Allocating the External Cohort to the right Work Package (WP)

WP9 (Global COVID-19 guidance) and WP10 (Dissemination) will send a confirmation of receipt via email to the external cohort and start the procedure for allocating the applicant to the relevant WP.

Template for an Email (please adjust if necessary):

*“Dear xxx,
thank you very much for stating your interest in cooperating with ORCHESTRA.
We will forward your email to the relevant Work Package and they will get back to you as soon as they had the chance to consult internally.
Please find attached your application for your reference.
Kind regards”*

Once this procedure is completed,WP9 will contact the chosen WP with the relevant information.

Template for an Email (please adjust if necessary):

*“Dear XXX,
I am sending you today an application of an external cohort to participate in ORCHESTRA. It is called XXX and you find the information in the attached document.
We would be very delighted if you would discuss this cohort in your Work Package and get in contact with XXX and feedback us the results of your internal communication after a decision has been made.
Best wishes and thanks”*

❖ The updated status of communication regarding all the external cohorts may be consulted under the following link:

https://cloud.orchestra-cohort.eu/apps/onlyoffice/16601?filePath=%2FWP9%2FExternal_cohorts%2FTracking_ExternalCohorts.xlsx

Step 3 – Internal Evaluation and Outcome

The relevant WP will discuss internally and decide about the potential involvement of the new cohort. Possible outcomes are:

- 1- Negative Evaluation:** The respective WP will inform the external cohort about this decision and will CC WP9 and WP10 in this communication. Subsequently, WP9/10 will contact this cohort asking them about their interest in being informed on the developments of the project and if they agree to be added to the stakeholders list.
- 2- Positive Evaluation without funding:** The respective WP will inform WP9 about this outcome who will inform the external cohort and will provide the external cohort with the Publication Policy that needs to be signed/.
Once the document is signed, it needs to be shared with PMU and the respective WP.
Thereafter the respective WP should contact the new external cohort and provide them with the following information:

Dear new partners, welcome again to ORCHESTRA. please find below some useful information about the ORCHESTRA collaboration portal:

- Partners can access the project documents in the ORCHESTRA Suite through the [login area](#) on the project external website <https://orchestra-cohort.eu>. The access is available only to registered members and it is monitored by the WP10 IT team. Marlene Nunnendorf, WP10 member in cc to this email, will provide you with the references for accessing the Suite. In case some of your collaborators need to be added as well, please notify their names to her.*
- Given your contribution to the WPX, your account will be associated to the WPX group, granting access to the WPX folder and the to the WPX mailing list.”*

Finally, they shall be informed about the WP’s weekly/bi-weekly meetings (when and where) and be invited.

- 3- Positive Evaluation with access to funding:** The respective WP will inform WP1 (Coordination) about this decision and will CC WP9 and WP10. WP1 will then contact the new cohort and start the formal arrangements according to the Grant Agreement.

Please note: At present, as there is no additional funding available, an external cohort can be funded only if a beneficiary will allocate a portion of their own budget.
Furthermore, such a step would require an amendment to the Grant Agreement.