



**Programme: FP7 Cooperation**  
**Theme 2 Food, Agriculture, Fisheries and Biotechnologies**

**Deliverable 6**

**Online web survey tool/questionnaire for RTD coordinators**

**Project Acronym :** AQUAINNOVA

**Project title :** Supporting governance and multi-stakeholder participation in aquaculture research and innovation

**Grant agreement number :** 245238 – FP7-KBBE-2009-3

**Project coordinator :** European Aquaculture Technology & Innovation Platform



**Deliverable 6** is the online web survey tool/questionnaire for RTD coordinators.

Within Aquainnova, WP2 is tasked with managing knowledge within the project, including developing a suite of tools and methodologies to assist in project implementation.

A questionnaire has been developed to ask the coordinators of FP5 and FP6 projects:

1. to list the main outputs of their projects having a potential impact on the aquaculture sector
2. to describe that impact
3. to give their general perceptions on their projects and on follow up.

As the Aquainnova website wasn't set-up yet, the online option was not appropriate and the WP2 project leader decided to develop a 'matrix survey' in an excel format, that would be sent individually to each RTD project coordinator by email, followed up by individual phone calls.

Email template:

**Subject : Your chance to directly influence future EU RTD**

*Text will be personalised for each project, coordinator and for FP7, giving planned outputs*

Hi <first name>,

As you know, EAS, FEAP and AquaTT have been working together since 1998 to disseminate more widely the results of EU research in aquaculture, notably through the AquaFlow, Profet and Profet Policy initiatives. Through **Aquainnova**, we are providing valuable support to the **European Aquaculture Technology and Innovation Platform** (eatip.eu) that will provide the Commission with clear priorities for future research.

To help the Thematic Areas of the EATIP in their work, we are asking each of the FP6 and FP7 project coordinators to help us, by **identifying the main outputs of your EU project** (improved methodology, new technique, new product or application...) that can or do impact the aquaculture sector.

For this, we have prepared the attached .xls matrix file for the <acronym> project and would ask you to complete it and **return it to us by April 12 latest**. The matrix has two parts – 1) information on the outputs and knowledge transfer activities and 2) your perception of project achievements/follow up.

**Your feedback will greatly help us to identify and prioritise knowledge transfer that could have significant benefit to the sector. It will also help the Thematic Areas produce strategic research agendas for agreement by stakeholders and submission to the Commission so as to define future EU research work programmes.**

Hence by taking the time to help us, you will also be helping yourself for future research.

Please send the completed document back to the EAS secretariat.

With best regards,

Alistair - EAS, Courtney – FEAP and David - AquaTT

The matrix is called “Knowledge and Innovation RTD Output Matrix” and is built with clear explanations on how to fill in the cells and giving example of outputs and perceptions.

The first part of the questionnaire means to identify the type of knowledge developed by the project, i.e.:

- **RTD protocol:** predefined written procedural method in the design and implementation of experiments
- **Technical handbook/manual:** a technical communication document intended to give assistance to people using a particular tool or system
- **Book/review:** a book, chapter or scientific review to update (general) knowledge in a specific area
- **Case studies:** specific studies that show use/application/cost - benefit of new technology or methodology
- **Prototype:** a prototype or pilot product or piece of equipment for use by scientific community or industry
- **Product:** a "finished" product/piece of equipment for use by industry
- **Standards:** development of/contribution to an explicit set of requirements for an item, material, component, system or service
- **Guidelines:** a document that aims to streamline particular processes according to a set routine
- **Learning module:** specifically for educational purposes - teaching material, online/distance learning, training course...
- **Software:** a programme designed to accomplish a specific task, for example in modelling or for management
- **Database/directory:** information or data for multiple users/uses
- **Other:** Please describe

and its impact :

- on the **industry**
- on the **environment**
- on **policy**
- **other impact**

It also asks if the knowledge is in the public domain, where and if not, why? And if any knowledge transfer was carried out.

The second part of the questionnaire refers to the coordinators perception on the achievement of the goals expected, on the follow up of the project after completion, and any other feeling.

An example of the matrix is attached.

# Knowledge and Innovation RTD Output Matrix

Project Name:

Project Number:

Coordinator

This Matrix is designed in two parts, for completion by the Project Coordinator, or best-placed partner .

**Part 1** asks you to list the **main outputs** of your project that have potential impact on the sector and to describe that impact

**Part 2** solicits your **general perceptions** on the project and its **follow up**

For each part, the **BLUE** cells give the heading, the **GREY** cells give more explanation and the **GREEN** cells provide examples to assist you

## Part 1 The Outputs

Number	Output Title	Knowledge Type	Knowledge Type Other	Description	Impact on INDUSTRY	Impact on ENVIRONMENT	Impact on POLICY	OTHER Impact	Is the knowledge in the public domain? YES where? If NO, why not?	Did you carry out any Knowledge Transfer (KT)?
Please add as many as you like for any outputs of relevance to the sector	Give the output a title, be as specific as possible.	As you click on the cell, you'll see a drop down menu. Please select from this menu for each of your identified outputs. A definition of the output is provided at the bottom of the sheet to assist you	If you selected other, please provide a name for that type	A short description of up to 50 words	Please describe which commercial sectors could benefit from your output.	Please describe what impact (positive or negative) your output has on the environment	Please describe how your output could influence policy making?	Does this output have impacts in other domains (Education, scientific community, other sectors outside aquaculture...)? If so, what?	If YES: please provide details/links where the output may be found If No, please explain why - because patented, planning to licence,...?	If Yes, please describe e.g. Training, workshops, dissemination, publications... If No, please explain E.g. No budget available, no time, not my job....
	Best Management Protocol for controlling malformations	Guidelines		A set of guidelines on how to prevent malformations in commercial production based on new knowledge	It reduces malformations resulting in increase in profitability of hatcheries	reduced energy costs, increased efficiency.....	Improvement in animal welfare	Education/training of hatchery staff; NGO perception of sector	www.sitename.com available as a PDF download	Yes, 3 training courses, manuals sent to 23 hatcheries across Europe
1										
2										
3										
4										
5										
6										

Please insert more rows, if required

## Knowledge types and definitions

<b>RTD protocol</b>	predefined written procedural method in the design and implementation of experiments
<b>Technical handbook/manual</b>	a technical communication document intended to give assistance to people using a particular tool or system
<b>Book/review</b>	a book, chapter or scientific review to update (general) knowledge in a specific area
<b>Case studies</b>	specific studies that show use/application/cost - benefit of new technology or methodology
<b>Prototype</b>	a prototype or pilot product or piece of equipment for use by scientific community or industry
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<b>Standards</b>	development of/contribution to an explicit set of requirements for an item, material, component, system or service
<b>Guidelines</b>	a document that aims to streamline particular processes according to a set routine
<b>Learning module</b>	specifically for educational purposes - teaching material, online/distance learning, training course...
<b>Software</b>	a programme designed to accomplish a specific task, for example in modelling or for management
<b>Database/directory</b>	information or data for multiple users/uses
<b>Other</b>	Please describe

## Part 2 Coordinators Perception

*Please add your answers here:*

Were there any limiting factors that prevented you from achieving the intended impact of the project as a whole and as specified in the original Description of Work?	e.g. Methodology of project did not work, no budget for dissemination, lack of time for X activities etc.	
Has there been any continuation of the work since the project funding ended?	<b>Yes or No</b> e.g. New EC project, national work, commercialisation.	
Do you still collaborate with any of the consortium from the past project? If so, how? If no, why not?	e.g. YES: Keep in contact, working on other projects NO: no funding, did not work out....	
Related to your project subject area, do you feel there is a need to do more work in the area? If so, please specify and justify the impact it would have?	<b>Please specify as much as possible as your feedback will be fed to the relevant thematic areas of the technology platform to inform the formulation of a Strategic Research Agenda for the sector. The TP will be a major influencer in future funding available for Aquaculture Research.</b>	