



**ICT Call 7
ROBOHOW.COG
FP7-ICT-288533**

Deliverable D9.1:

**Internal Evaluation Guidelines
for Quality Management**



April 30th, 2012

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Authors:	Moritz Tenorth (TUM) Michael Beetz (TUM)

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Summary

The purpose of this document is to ensure high quality of project deliverables and other project-related publications. We provide definitions of the different types of publications to ensure consistent naming throughout the project and introduce the internal evaluation procedures for project deliverables.

RoboHow aims at submitting deliverables as collections of peer-reviewed publications, accompanied by an introduction that explains the relation of the publications to the RoboHow goals and the workplan. Documents that have not (yet) been peer-reviewed have to pass the internal review process specified in this document.

Chapter 1

Measures for Quality Management in Project Publications

1.1 Journal, Conference, and Workshop papers, Technical reports

RoboHow Publications are defined as peer-reviewed publications that have been published in a journal, conference, or workshop. Articles that are in the process of being published should be listed separately in the periodic reports and in publications, e.g. during project reviews, and should be marked clearly:

- *Accepted for publication:* Article that have been (unconditionally) accepted, but have not appeared yet.
- *Submitted:* Articles that have been submitted to a conference or journal, are currently under review and have not been rejected.

In order to make unpublished documents accessible to the reviewers, there is the option to publish articles as *RoboHow internal technical reports*, which will be made available to the reviewers and the European Commission. These reports can be used for timely publication of results which can, however, still be submitted to a conference or journal later. Technical reports will be reviewed internally and will be published (internally) if they are accepted by two of the RoboHow Principal Investigators. These publications will be listed as “Technical report” in the RoboHow periodical report.

All project publications are to acknowledge the source of funding, for instance by the following note in the acknowledgements: “*This work has been supported by the EU FP7 Project RoboHow (grant number 288533).*”

1.2 Project Deliverables

Project deliverables are those documents listed in Table WT2 in the RoboHow Description of Work (DoW). They need to be delivered to the European Commission by the Project Coordinator until the specified due date.

In RoboHow, many deliverables are aligned with publications. While the quality of these publications is already ensured by the peer review procedure, additional measures need to be taken

for the remaining deliverables or for work that is yet to be published. Below, we will outline the quality management procedures for RoboHow project deliverables.

Publications that are in status '*Accepted for publication*' or '*Submitted*' as defined in Section 1.1 can be used for project deliverables if they have been published as RoboHow technical reports. Once they have been published, the publication will replace the technical report.

For deliverables that are no publications or that have not yet been submitted, the following procedure will be used to ensure good quality of project deliverables, as has been agreed during the RoboHow kick-off meeting:

- Deliverables are to be submitted to the RoboHow coordinators electronically at least 30 days before the official due date.
- The coordinators will assign internal reviewers, usually other PIs or senior researchers in the consortium that will read the deliverable and provide constructive feedback within 14 days.
- This feedback is to be taken into account when preparing the final version of the deliverable, which is to be submitted to the coordinators at least two working days before the official due date.
- The coordinators will submit the deliverables to the European Commission.
- In addition, project partners are encouraged to send the submitted draft over the internal RoboHow mailing list in order to inform other partners about the content of the deliverable and allow them to give feedback

The form of the deliverables is to be based on the provided template, at least for the first four pages (title, project and deliverable information, table of contents, summary). The following pages can consist of the conference or journal paper in its original format.

1.3 Presentations

Partners are encouraged to use the RoboHow presentation template whenever they are presenting project results or RoboHow-related content. Everyone is obliged to duly acknowledge work done by other project partners and the funding by the EU commission.

If partners use picture material created by other partners, they need to have an explicit permission to use it. An exception is material that has been uploaded to the common repository¹, which be considered to be usable by everyone for presenting the project without extra permission, given that the partners whose results are presented are duly acknowledged.

1.4 Other publications: Web pages,

In order to provide as much and as good information as possible on the public web pages, all project members are allowed and encouraged to edit the RoboHow web pages, to contribute content and to keep the pages up to date. When uploading content, each partner needs to make sure to have all required permissions for publishing this content, e.g. regarding copyright and confidentiality.

¹<https://robohow.eu/svn/robohow>

In case errors or breaches of confidentiality are discovered, the coordinators retain the right to take measures to modify the respective pages or take them off-line. They will pro-actively seek for a solution with the original editors.