

INCOBAT Project Handbook

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Confidentiality	CO	Deliverable Type	R
Project	INCOBAT	Project Number	608988

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1 Publishable Executive Summary

The INCOBAT project handbook has the aim to support the project partners in the legal / financial and administrative handling of the project on a daily basis. It further supports to a large extent the quality management set in the project. The procedures described in this handbook are backed up with templates and lists for reporting that are available on the INCOBAT SharePoint, accessible for all project participants.

The following topics are covered in this project handbook which might be updated at a later point of time:

- Section 3 The INCOBAT Sharepoint
- Section 4 Confidentiality
- Section 5 Deliverables
- Section 6 Project Milestones
- Section 7 Dissemination activities
- Section 8 Exploitation activities
- Section 9 Reporting project internal and towards the European Commission
- Section 10 Face 2 Face Meetings