

Communication guide for IMI projects

Communication is an important activity for all IMI projects, a fact that is recognised in the legislation creating IMI and the model Grant Agreements¹ for both IMI 1 and IMI 2 projects.

This guide sets out some **rules** that all IMI projects should follow when preparing communication products (with reference to the relevant articles of the Grant Agreement).

It also sets out ways in which the IMI Programme Office can help to **promote projects' achievements**, activities, events, etc. (and vice-versa).

Compulsory elements to be included in all IMI project communications

In line with the **IMI Grant Agreement**, all communication activities and products on IMI projects (articles, project websites, presentations, flyers, press releases, social media etc.) **must include the following elements**², details of which are given below:

- A formal **acknowledgement** of IMI's support
- A link to the IMI **website**
- IMI, EU, EFPIA, Associated Partner **logos**
- A **disclaimer**

Formal acknowledgement of IMI support

Communications must include the following **phrase** referring to the **IMI/EU funding, EFPIA's contribution**, and (for certain IMI 2 projects), the contributions of **Associated Partners**:

- **IMI 2 projects – communication activities**
This project has received funding from the Innovative Medicines Initiative 2 Joint Undertaking under grant agreement No [xxxxx]. This Joint Undertaking receives support from the European Union's Horizon 2020 research and innovation programme and EFPIA [and [insert names of Associated Partners]].
- **IMI 2 projects – infrastructure, equipment and major results**
This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the Innovative Medicines Initiative 2 Joint Undertaking under grant agreement No [xxxxx]. This Joint Undertaking receives support from the European Union's Horizon 2020 research and innovation programme and EFPIA [and [insert names of Associated Partners]].
- **IMI 1 projects (all communications and products)**
The research leading to these results has received support from the Innovative Medicines Initiative Joint Undertaking under grant agreement n° [xxxxxx], resources of which are composed of financial contribution from the European Union's Seventh Framework Programme (FP7/2007-2013) and EFPIA companies' in kind contribution.

This statement should be translated into the language of the communication product.

¹ Both IMI 1 and IMI 2 model Grant Agreements can be found online at <http://www.imi.europa.eu/content/documents> under the IMI 1 and IMI 2 sections respectively

² Relevant articles of the Grant Agreements:

IMI 1 model Grant Agreement, Annex II, Article II.11 paragraph 1; Article II.26 paragraph 5

IMI 2 model Grant Agreement, Article 38

If the **character count** of the communications format does not allow the full acknowledgement to be used (e.g. for abstracts), the **following phrase** is permitted:

- This work has received support from the EU/EFPIA/[Associated Partner] Innovative Medicines Initiative [2] Joint Undertaking ([ProjectAcronym] grant n° [xxxxxx]).

Link to the IMI website

Communications should include a link to the IMI website: www.imi.europa.eu

Logos

Communications should include the following logos:

- **IMI** logo
- **EU** emblem (not to be confused with the European Commission logo)
- **EFPIA** logo
- (For certain IMI 2 projects), the logo(s) of **Associated Partner(s)**.

Logos should be displayed in their respective **entire and original forms**, and always separately from the IMI project logo.

The use of these logos should not create confusion between the user and IMI, the European Union institutions, EFPIA, or the Associated Partners. To this end, no other trademark, service mark, symbol, design or trade name should be used in conjunction with the logos.

Note on the IMI logo: IMI's logo changed in autumn 2014. All projects launched in 2015 onwards should therefore use the new IMI logo exclusively. Rules for its use can be found in the [IMI Visual Identity Manual](#). Projects launched in 2014 or earlier that had already started using the old IMI logo should switch to the new logo if possible, especially for any new communication products.

Disclaimer

It should be made clear in the text and layout that the **communication reflects the author's view** and that neither IMI nor the European Union, EFPIA, or any Associated Partners are responsible for any use that may be made of the information contained therein

Dealing with space constraints

Some communication formats (e.g. articles in peer reviewed scientific journals) may not allow the inclusion of logos and web addresses. In these cases, the acknowledgement phrase alone will suffice.

Review of communication products by the IMI Executive Office

All project communication products must be **sent to the IMI Communications Team for review** before publication or release. At least **two working days** should be allowed for the review.

- E-mail: communications@imi.europa.eu

The aim of this review is to provide IMI with the opportunity to verify that the communication rules have been applied correctly; prevent misunderstandings (e.g. IMI projects are sometimes confused with FP7/Horizon 2020 projects); and provide useful input.

Project-specific rules

Projects may have their **own specific rules on communication** (e.g. specific things to mention, logos to include, people to consult). Project participants should also familiarise themselves with these rules and respect them accordingly.

Checklist

- **Acknowledgement** phrase
- **IMI logo**
- **EU emblem**
- **EFPIA logo**
- **Associated Partner logo(s)**
- **Link** to IMI website
- **Disclaimer**
- Follows **project's communication rules**
- **Sent** to IMI Communications Team for **review**

IMI communication resources and assistance

IMI can provide projects with the following resources and materials:

- IMI logos (in different formats, print and web resolution)
- EFPIA logo
- The EU logo can be downloaded in various formats and resolutions at http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm
- Texts explaining IMI and its activities for use in your communication materials
- Guidelines for the creation of a project Communication Plan – this can be used as a toolbox to build a project-tailored communication plan
- A guide on how to put together a project website
- Speakers from IMI for your events
- IMI communication materials for distribution at your events/in your offices and labs

How we can help you – using IMI to promote your project

IMI is always keen to promote its projects' successes and activities, so **please inform us of your plans in advance**, if possible.

Please also provide the IMI Programme Office with the following from your project:

- Your project **logo** (in print and web resolutions – jpg, png, eps, gif files)
- Your project **website address**
- Project **social media** links (e.g. Twitter, LinkedIn, Facebook, Google +, etc.)
- Any **changes** in your project, e.g. addition of new partners, changes in contact people
- Examples of **printed materials, videos**, etc.

The earlier you inform us of your activities, the better. IMI promotes and communicates about its projects in a number of ways (see following table for details). If you send us some news, we will decide when and how best to make use of it.

We are interested in:

- Project **results** (especially if published in a peer-reviewed journal / presented at a conference, etc.)
- Creation of new **tools / databases** for drug discovery
- Public project **events** (including symposia held during scientific and other conferences, exhibition booths at conferences, etc.)
- Major **press coverage** of your project
- The launch of a **new activity** in your project (e.g. a new clinical study)
- Any aspect of your project where you need **input** from the wider drug development community (e.g. a survey)
- **Anything else** you think might be interesting to the wider IMI stakeholder community – **if in doubt, ask!**

Examples of how IMI promotes its projects and their activities

IMI website	<p>All IMI projects have a dedicated project page on the IMI website www.imi.europa.eu/content/ongoing-projects. The page provides an overview of the project, contact details, finance information, and links to the project's own website and any social media channels.</p> <p>If you have project leaflets, brochures, posters we can also add these to your project's web page.</p>
IMI newsletter	<p>The IMI newsletter is sent out monthly and always includes a section on 'News from the projects' www.imi.europa.eu/content/newsletter-archive.</p> <p>Articles are written by the IMI Communications Team and are sent to the projects for review before publication</p>
Social media	<p>Twitter @IMI_JU IMI regularly tweets about news from its projects. If your project is on Twitter, please let us know so that we can follow you / mention you in tweets.</p> <p>LinkedIn There is an Innovative Medicines Initiative LinkedIn Group (www.linkedin.com/groups/Innovative-Medicines-Initiative-1126077) – all projects are strongly encouraged to join this group and post project news here (the group's settings allow all members to post items). If your project is on LinkedIn, please let us know so that we can join your group or follow you</p> <p>YouTube IMI has a YouTube channel (www.youtube.com/user/imichannel) where we can post videos from projects</p> <p>IMI is currently not on other social media platforms such as Google+ or Facebook. However, we can link to your pages/profiles on these platforms from your project's page on the IMI website.</p>
Press	<p>Interviews IMI often receives interview requests from journalists, and while most queries are dealt with in-house, sometimes we may direct journalists to the projects. In addition, we often cite project success stories in interviews.</p>

	<p>Press releases If your project has big news, a joint IMI-project press release could be an option. We can also provide you with a quote from an IMI staff member if appropriate.</p> <p>NB This requires a lot of planning and work, so if you are interested in doing this, you should get in touch with the IMI communications team as soon as possible.</p>
<p>Brochures, articles and other material</p>	<p>IMI regularly writes articles and updates its brochures and promotional material, and for that we need stories from our projects. All content used by IMI in brochures is sent to the projects for review.</p>
<p>Events</p>	<p>IMI events IMI often invites project representatives to give presentations at IMI events and invites projects to send materials for display/inclusion in participant packs.</p> <p>Other events IMI staff are often invited to give presentations at external events to a wide range of stakeholders. Their presentations usually include a sample of IMI ‘success stories’.</p>
<p>Scientific publications</p>	<p>IMI occasionally writes articles for scientific publications, and these usually cite IMI projects and their successes. Selected published articles from the IMI Programme Office are listed at www.imi.europa.eu/content/scientific-publications.</p>

How you can help us – projects promoting IMI

The rules outlined above and in the Grant Agreement ensure that project communications also help to promote IMI. However, projects should also consider other ways they can promote IMI to their stakeholders (this will also help to put the project into its broader context).

- Include information on IMI on your **project website** and in **printed materials** (IMI can provide you with texts for this).
- Include IMI news in your **project newsletters**. As long as you acknowledge IMI as the source, you are free to copy texts from the IMI newsletter, website, and brochures in your own materials. NB texts on IMI in external publications and on other websites may be subject to copyright – you should contact the publisher/web manager for permission to reuse these materials.
- **Follow IMI on Twitter** and **retweet** IMI’s tweets
- Promote IMI’s news and activities on your **other social media** platforms
- Include information on IMI in your **presentations**
- Distribute IMI materials at **your events** and in **your offices / laboratories**