# Author-e
## for Horizon 2020

Controlling the exchange of documents, writing periodic reports and budgeting within a Horizon 2020 project involving multiple authors while using Microsoft Office Word is a challenge. Many e-mail messages are exchanged, and there is no real collaboration: it is 'collaboration by assembly': creating a report by assembling bits and pieces. Assembling the final document from multiple documents having different formats can be a nightmare. Working with Office 365 or Google docs does not solve this problem either if it involves large or complex documents with multiple authors. Changes are stored at document level, creating a chaotic overview of versions. Furthermore, no specific Horizon 2020 templates and financial tables are provided. In a Document Management System (DMS) authors have to wait for each other while working on a text document due to file locking. Horizon 2020 specific tools only provide predefined templates and have limited collaboration functions.

Our solution to these problems is Author-e: a comprehensive and easy-to-learn browser-based authoring & project management suite for European Horizon 2020 research projects. Elaborated collaboration functionalities facilitate and simplify writing, budgeting and project management. Author-e can send out detailed assignments to users directly linking to specific sections in the master document, thereby facilitating co-production with history management. The predefined proposal document conforms to the CSA, RIA, IA, SME templates and includes the correct budget tables and the specific template instructions. This ensures that participants can work on their scientific and budgetary sections, while the coordinator has a clear overview of the entire proposal. The integration between the financial module and the reporting module ensure that changes in finances are automatically reflected in the report. This allows for efficient management of man months and expenses and the generation of overviews for reporting (Form-C). With the financial module you monitor the planned budget versus actual costs, and adjustments can be made or budgets transferred.

*"Author-e takes the 'horror' out of coordinating a Horizon 2020 application: A pre-structured document empowers your co-applicants, and delegates tasks in an accountable fashion for simultaneous work, leading in the end to a perfect result."*
**- Prof. dr. Harald Schmidt, Maastricht University**

**Create, review and approve documents:** Using workflows and tasks, documents can easily be accessed with deep-links and progress can be monitored in the notification center.

**Multi-channel publications:** Documents can be published to multiple formats, such as Word, PDF, e-Pub, HTML and XML. This ensures any organizational requirement regarding publications can met.

**Reusability of content:** Sections and documents can be embedded in other documents, such that modifications are reflected in all documents that use them. This eliminates double maintenance, copy-pasting and confusion about what is the latest version.

**Central layout management:** Templates and centralized standardization of fonts, font size, captions, text alignment and spacing ensure that all your documents are consistent in layout.

**Simultaneous writing:** Authors can work on the same document at the same time. This prevents locking of documents, thus increasing efficiency.
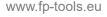
**Version control:** All previous versions of files and document sections and paragraphs are retained, and can be compared to the current version, and restored if necessary.

**User access management:** Roles & rights can be defined not only at the document level, but also at the section level. These rights are automatically inherited to sub-sections. This allows enforcement of refined access policies.

**Digital signatures:** Workflows can be coupled with digitally signing off tasks. This ensures traceability of actions, as well as accountability.

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## Interested in joining our user base?

**Watch product video:** www.fp-tools.eu/video.html

**Request a demo:** www.fp-tools.eu/Start-now.html

### Meet Horizon 2020 Criteria:
- CSA, ITN, RIA/IA, SME templates with instructions.
- List of participants.
- Work plan (Work packages, tasks, deliverables).
- Work package details.
- GANTT Chart.
- List of Work packages, deliverables and milestones.
- Flexible reports on staff effort and/or budgets.
- Export documents to Word and reports to Excel.
- Manage multiple proposals and projects.

### Simplify coordination:
- Retain overview with a web-based tool for all your data.
- Send out reporting assignments and reminders, and track progress through your notification dashboard, containing an overview of all tasks and their status.
- Create a dissemination website with our additional website module.
- Budget reallocations are automatically reflected in the proposal and project document.
- Easily search on keywords and on metadata.

### Security & confidentiality
Author is hosted on protected servers supplied by an ISO 27001 and NEN 7510 certified hosting provider in the Netherlands, not subject to the Patriot Act. Full data backups are made daily. Your data is kept confidential using encrypted communication with the server, and a non-disclosure agreement. Author-e also provides an on-site solution deployment. Companies and institutions below have acknowledged our solution's compliance with their security requirements. Will your organization be the next?

### Author-e users



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