

Transport Research and Innovation in EU Member States

Guidance to updating and uploading Projects on TRIMIS

February 2019

AIM OF THE GUIDANCE

The aim of this guidance is to provide you with clear indications on how to either update existing project data or input new ones on TRIMIS.

This is a unique opportunity for you to disseminate and promote transport R&I information, material and data through the TRIMIS website providing a trusted reference point freely accessible to stakeholders.

INSTRUCTIONS

UPDATING EXISTING PROJECTS ON THE PORTAL

If you would like to update an existing project on the TRIMIS website, please follow the three steps below in order to be able to insert/update information:

1. Access the TRIMIS website on <https://trimis.ec.europa.eu/>
2. Login/set up an account using the MY ACCOUNT function of TRIMIS (upper right-hand side of the page)
3. Contact TRIMIS at eu-trimis@ec.europa.eu with your EU Login account, e-mail and details of the project that you would like to update. You will then be provided with the correct permissions to update information on the project pages.

Under the caption "Projects" choose the Project you would like to update, then the function "New Draft" and then insert/update the information.

You are asked to fill in the following fields. (When a multiple choice is available, please choose one/more options). Please follow the instructions given below:

Title: (MANDATORY) Insert the title of the Project

Project Acronym: Insert the acronym of the Project

Original Language Title: Insert the title of the Project in the original language

Start Date: (MANDATORY) Add the year the project started

End Date: (MANDATORY) Add the year the project ended, if the year is not known please give the estimated end year

Project Website Title: Insert the Project website title, if available

Project Website URL: Insert the Project website link, if available

Funding Origin: (MANDATORY) Select the principal funding origin for the project

Funding Source(s): Insert information about the funding institution

Parent Programme: Insert the Parent Programme of the Project (select from the dropdown list)

Programme Other: Insert additional Programme information i.e. programme acronym or name

Other countries: Insert additional countries involved

Total Project Cost: Total cost of the Project (Euros)

Funding Scheme: Select the scheme used for the project (select from the dropdown list)

Background & policy context: Describe the policy background under which the Project is implemented

Objectives: (MANDATORY) Describe the objectives of the Project

Technologies: (MANDATORY) Select the technology associated with the project (start typing a technology and select the appropriate transport theme and relevant technology)

TRL (Technology readiness level): The Technology Readiness Level where this is available of the selected technology when associated with the project (TRL 1-9)

Development phase: Select the development phase of the technology with respect to the project (research/invention, validation, demonstration/prototyping/pilot production or implementation)

Methodology: Describe the methodology of the Project

Key Results: Describe the key results of the Project (where these are available)

Related Projects: Name the related projects

Lead organisation name: (MANDATORY) Insert the name of the organisation leading the project by pressing 'Add lead organisation' (in most cases the database will already hold the organisation details, however these should be added where not already available by selecting 'add a new organisation'). Also add the EU contribution for this organisation when appropriate/available.

Partner Organisation name: Insert the names of the Partners involved in the Project (in most cases the database will already hold the organisation details, however these should be added where not already available by selecting 'add partner organisation')

STRIA roadmap: (MANDATORY) Select one or more roadmaps for the project (Cooperative, connected and automated transport (CAT), Low-emission alternative energy for transport (ALT), Transport electrification (EV), Vehicle design and manufacturing (VDM), Network and traffic management systems (NTM), Smart mobility and services (SMO), Infrastructure (INF), Other)

Transport mode: Select the transport mode of the project (Air, road, rail, urban, water (sea & inland) or multimodal)

Transport sectors: Select the transport sector of the project (passenger and/or freight)

Transport policies: Select one or more transport policies of the project (societal/economic issues, environmental/emissions aspects, safety/security, digitalisation, decarbonisation, deployment planning/financing/market roll-out, other specified)

Geo-spatial type: (MANDATORY) Select the geo-spatial orientation of the project (Infrastructure node, urban, network corridors, or other)

Once completed, set the status to "Submit for review" and then select "Save" to send to the TRIMIS team for review.

ADDING NEW PROJECTS TO THE PORTAL

If you would like to add *new* projects, you need to follow steps 1 and 2:

1. Access the TRIMIS website on <https://trimis.ec.europa.eu/>
2. Login/set up an account using the MY ACCOUNT function of TRIMIS (upper right-hand side of the page)

You can add new projects through the website by selecting the caption “Projects” and select “Submit a project” (upper right-hand side of the page). Fill in the same fields as described above and once completed, set the status to “Submit for review” and then select “Save” to send to the TRIMIS team for review.

Alternative method

If you have a **large number of new projects** to upload however, it may be easier to enter the project data by using a **project upload spreadsheet**. **Please find this spreadsheet here:** (https://trimis.ec.europa.eu/sites/default/files/documents/project_upload_spreadsheet.xlsm)

Project Upload Spreadsheet Instructions

You can enter the details of all projects you wish to upload into the upload spreadsheet, which can then be uploaded to the portal by the TRIMIS team. The majority of the fields and instructions are the same as listed above. (Please also see the comments added on each column heading). The mandatory fields are highlighted in blue. The differences are:

- Start and end dates – these should be written in the format dd-mm-yyyy
- Parent Programme – Ensure that the parent programme already exists on the website
- When inserting lead or partner organisations, please fill in the more detailed organisation table for each in the separate excel tab “Organisation details” (see image below)

	A	B	C	D	E	F
1						
2		Organisation name	Address	Zipcode	City	
3						
4						
5						
6						
7						
8						
9						
10						
11						

- When listing the partner organisations on the main data tab, ensure that each new partner is inserted on a new row (see example project below)

	S	T	
Projects	Lead organisation name	Partner organisation name	T
	DEUTSCHE BAHN AG	BOMBARDIER TRANSPORTATION GMB	
		TRAFIKVERKET - TRV	
		ANSALDO STS S.p.A.	
		SLOVENSKE ZELEZNICE DOO	

- Technology – Check a relevant technology from the list on the ‘drop downs’ tab and then use the drop down to select in the technology field. If you feel a technology investigated by the project is not in the list, please contact TRIMIS (eu-trimis@ec.europa.eu) to have it added
- If you have provided the TRL level, you do not need to provide the technology development phase
- For transport sector and transport policies, you can select one or more from the drop down list – these will be separated by commas
- For the allocation of STRIA roadmaps for each project, insert a ‘1’ in each of the corresponding columns:

CAT	ALT	EV	VDM	NTM	SMO	INF	Other
1							
		1					
				1	1		

Please send this upload spreadsheet to eu-trimis@ec.europa.eu where a member of the team will upload the projects.

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 We appreciate your contribution and would like to thank you in advance for your availability and time dedicated to completing the projects database.

For any questions or comments, please contact us at eu-trimis@ec.europa.eu.

The TRIMIS Team