

Project mediation process Science Shop for Biology, Utrecht University

project phase	description	process	products	people
Initiation	Client and Science Shop communicate about potential request. Intake	Intake question	Written request	P, C, A
		Match with project coordinator	Project number, dossier	P, A
Definition	Request will be framed and articulated. In take meeting. Check with criteria for Science Shop projects. First thought about project results and dissemination.	Intake meeting	Report of meeting	P, C
		Brainstorm on project results and dissemination	Overview contacts, ideas and options	P, C
Concept	Preliminary research to assess research needs, options and opportunities	Scientific exploration of research options a.o. by literature research and expert judgements	Report of preliminary research and basic information (literature, experts and networks)	P
		Check for research options in the curriculum, recruitment scientific supervisor	Scientific supervisor	P, S
		Preparation draft project proposal	Draft project proposal	P, C, S
Preparation	Preparation of documentation and contacts to start the research	Recruitment and selection of researcher	Researcher(s)	R, P, S
		Discussion (and modification) project proposal	Project proposal (incl. planning)	R, P, C, S
		Discussion project conditions (costs, timeframe etc.)	Agreement (incl conditions)	R, P, C, S
		Discussion project expectations	Project proposal (incl students motivation)	R, P, C, S
Realisation	Conducting the research and writing a final report.	Progress meetings	Progress reports	R, P, C, S,
		Reporting	Draft project report	R, P, C, S
		Final report (or other product) <ul style="list-style-type: none"> • Editing and lay out • Reproduction 	Final project report (or other product)	R, P, A
Finalisation	Publication and dissemination of project results. Evaluation of project process and results	Evaluation (process, content, usability), assessment of student, appointments on publicity, dissemination and follow up	Evaluation report, mark for student	R, P, C, S
		Publicity	Press release or other announcement in media	R, P, C, S, A
		Finalising project files	Dossier cleaned and closed	P, A

A = Administration Science Shop for Biology

C = Client

P = Project coordinator Science Shop for Biology

R = Researcher (student or paid)

S = Scientific supervisor