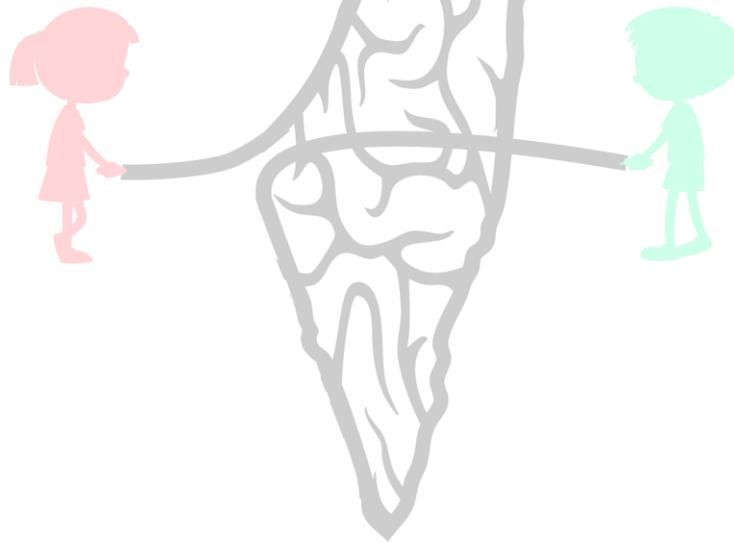# Internal Project Quality Assurance Strategy (IPQAS)

1 Summary

This report describes the Internal Project Quality Assurance Strategy (IPQAS) of NeuroDev. It consists of the description of the Quality Assurance Committee composition and tasks, the procedures, and quality standards. The aim of the IPQAS is to ensure that the NeuroDev project goals are met to the highest standard.

IPQAS should be comprehensive enough to assess the progress of the project to enable the timely problem solving of activities not in line with the project aims, and promote the highest quality of the deliverables.

Contents

1. Internal Quality Assurance Committee (IQAC)

The Internal Quality Assurance Committee (IQAC) is composed by Inmaculada Teva (University of Granada); Minerva Qassis- Jaraysah (Bethlehem University); Mohammad Ajwa (Hebron University); Majda Nashe' Bitar (An-Najah University) and Pierre Chausse (Universite Clermont-Auvergne) nominated at the general meeting in February, 2025.

The IQAC duties are to set up project quality standards, procedures, reports, to discuss and assess the progress of the project, to monitor the activities of all participating universities and to solve problems that may arise during the development of the project.

It is also the duty of the IQAC to assess the quality of the deliverables and inform the project coordinator.

2. Internal Project Quality Assurance Strategy (IPQAS)

IQPAS is the document setting out the quality assurance procedures for the NeuroDev project. Its aim is to ensure the quality of the deliverables of the project and its timely completion.

The quality of the deliverables is defined by the descriptions part of the detailed description of the project and additional criteria defined by the QAC. The timeframe for the completion of the deliverable is established in the detailed description of the project.

IQPAS defines the rules of collaboration between the consortium and the external assessors and makes the bridge with the assessors by giving them the necessary documentation, agreeing with the contents of the external reports, and collecting the reports.

3. Standards of deliverables

3.1 All deliverables

The deliverables must use the deliverables template which contain:

- EU logo Erasmus+

- Erasmus+ disclamer

- Project logo

- The Agreement contract number

- Standardized chapter sequence

- Publication date

- Status: D, Draft; FD, Final Draft, A: Approved

- Partners

- Dissemination level (public, confidential, classified)

Each deliverable should follow the standards written in the detailed description of the project.

3.2 Assessment of the University Center for Neurodevelopment (UCN)

Criteria, indicators and evidence will be the following:

Criterion 1. Design and implementation of the Professional Practice Training at the UCN by means of: (1) Establishing the practical training unit; (2) training academic staff in the assessment and intervention skills of neurodevelopmental disorders and (3) translating these trainings into a student guide. These tasks will be measured with the following indicators: 1. all invoices and installation certificates, 2. attendance list for trainings and competence test, and 3. a guide document. Evidence: Deliverables of work packages (WP) 2 and 3.

Criterion 2. Design and implementation of the Research Unit at the UCN by means of: (1) training academic staff in research skills of neurodevelopment and (2) providing lab equipment and training. These tasks will be measured with the indicators (1) attendance lists to trainings and (2) invoices and installation certificate of lab equipment and training materials. Evidence: Deliverables of WP4.

Criterion 3. Design and implementation of the Community Services Units at the UCN by means of (1) establishing collaboration agreements with stakeholders in each city, (2) providing training to other professionals in the community and (3) providing assistance to the community. Indicators: agreements with hospitals, NGO´s and stakeholder including the conditions under which to provide the services; organizational guide for the community services unit; report of courses and attendance lists; report with the number of children who attended in the community services unit. Evidence: Deliverables of WP5.

Criterion 4. Establishment of the Palestinian Network for Child Neurodevelopment among the three UCN´s and increasement of awareness of neurodevelopmental problems in Palestine. Indicators: (1) agreement and creation of the network and (2) activities (i.e., journals, national surveys and conferences) aimed to increase awareness about neurodevelopmental problems. Evidence: Deliverables of WP6.

3.3 Assessment of dissemination events

The participation in dissemination events is planned. Any material presented at the events must report the Project logo and EU logo. After each event (internal or external), partners will be in charge to deliver a report about the dissemination activities, keeping the following information:

- Title of the event
- Date and location
- Organizer
- URL of the event
- Short summary of the activity
    - Objectives and Agenda
    - Target audience
    - Outcomes and Results
    - Number of people reached

- To be attached (in all internal workshops and, if possible, also in external events):
    - Programme
    - List of participants
    - Presentations
    - Photographs and/or videos
    - Other relevant documents and/or information.

4. Assessment of deliverables

Each deliverable is assessed by members of the IQAC using a general questionnaire described next. They will note, for each question, if the question was partially answered, or not answered at all.

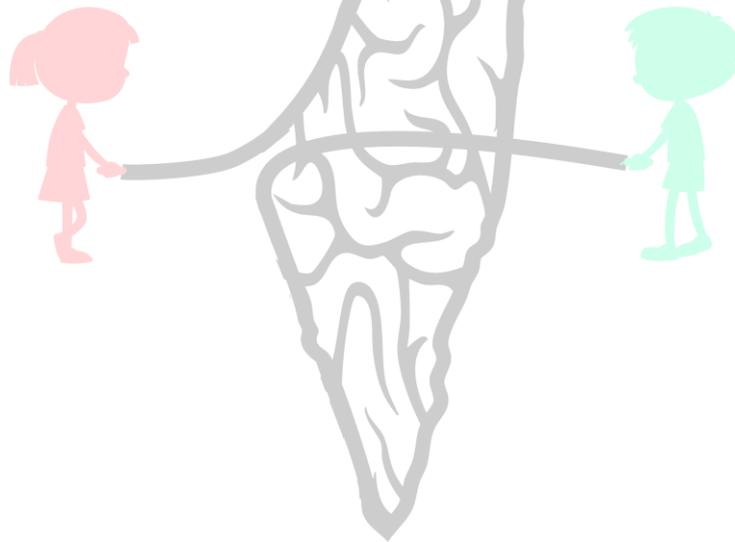The following 9 questions are the basis of the assessment:

1. The deliverable complies with the objectives of NeuroDev: Does the deliverable comply with the overall objectives of the project?

2. The deliverable complies with the specific objectives of the work package: Does the deliverable comply with the WP objectives as specified in the WP description?

3. The deliverable complies with the description stated in the application form: Does the deliverable correspond with the activity description as specified in the Application Form?

4. Compliance with the deliverables format: Is the deliverable presented using the Project's deliverable format?

5. Adequacy of information: Does the deliverable address the key issues? Does the deliverable provide reliable information?

6. Consideration of gender issues: Does the deliverable provide information or considerations regarding gender differences and/or gender equality?

7. Adequacy of written language: Level of written English

8. Adequacy of timeline: Has the deliverable been released by its due date?

9. Overall assessment and suggestions for improvement

5. External assessment

The external assessment of the project will be performed by an External Quality Assurance Committee (EQAC) composed by external experts in the field in order to assess the project´s performance. This committee will assess the project objectives and implementation plans and evaluate whether project activities follow the principles of efficiency, effectiveness, impact and sustainability. The EQAC is composed by Antonio E. Puente, a globally recognized clinical neuropsychologist, Professor of Psychology at University of North Carolina at Wilmington, USA and David Alpera, Monitoring and Evaluation Expert, Spain. The Project Coordinator will define all their tasks in line with the detailed description of the project.

6. Annexes

6.1 Deliverable Template

Project Number: 101179335

**University Centers for Neurodevelopment
« NeuDev »**

DELIVERABLE REPORT

Partner Name :	
Deliverable no. :	
Deliverable name :	
WP no. / Deliverable Related No:	
Lead Beneficiary :	
Type (see codes) : **DeliverableType Codes:** **R** = Document, report **DEM** = Demonstrator, pilot, prototype, plan designs **DEC** = Websites, patents filing, press& media actions **OTHER** = Software, technical diagram, etc.	R
Dissemination level (see codes): **Dissemination Level Codes:** **Public** = fully open **Sensitive** = limited under the conditions of the Grant Agreement **EU classified =** RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444	PU
Foreseen Delivery date :	
Actual delivery date (if not submitted on time):	
Forecast delivery date (if appropriate) :	
Comments :	

6.2 Template Quality Evaluation Form

ACADEMIC STAFF TRAINING ON NEURODEVELOPMENT

Quality Evaluation Form

WORKSHOP xxxxx

Place:

Date:

Name:

Institution:

Evaluation Questionnaire

Please answer to the questions below, in order to help us receive your feed- back.

1. My rating for this workshop is:

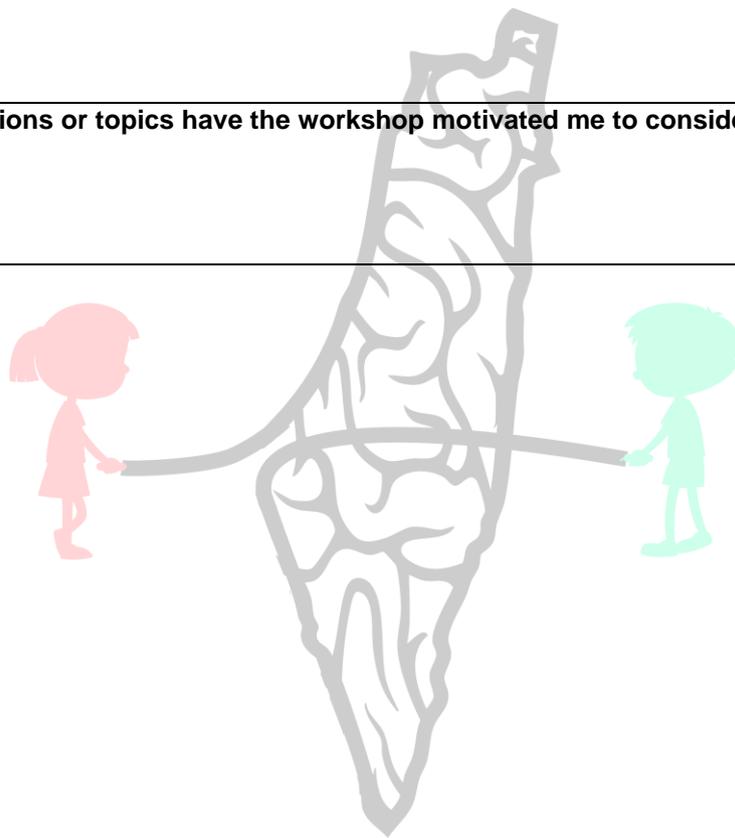|	Highly Satisfactory	Satisfactory	Poor	Unsatisfactory
Content				
Presentation				
Facilities or Software				
Support and Administration				
Support Papers				

2. What, from the workshop publicity, did you expect to learn from this event?

3. How clear and engaging was the lecturer?

4. How well were the questions addressed during the event answered for you?

5. What questions or topics have the workshop motivated me to consider?

6.3 Template Trainee Competences Assessment Questionnaire

WORKSHOP xxxxx

Place:

Date:

Name:

Institution:

Objective: To assess the level of competencies developed during the training.

Instructions:

Please, read each statement and rate the level that best describes your performance using a cross (**X**).

	1 NOT AT ALL	2 A BIT	3 SOME	4 QUITE A LOT	5 A LOT
I understand the main theoretical concepts covered in the course.					
I can relate course content to practical or real-life situations					
I can clearly identify problems or challenges in the field of study of the course					
I can use current and relevant information to support my opinions or decisions regarding the topic of the course					
I can correctly apply the methodologies or tools learned.					
I can solve concrete problems using the course knowledge.					

Please, answer the following questions:

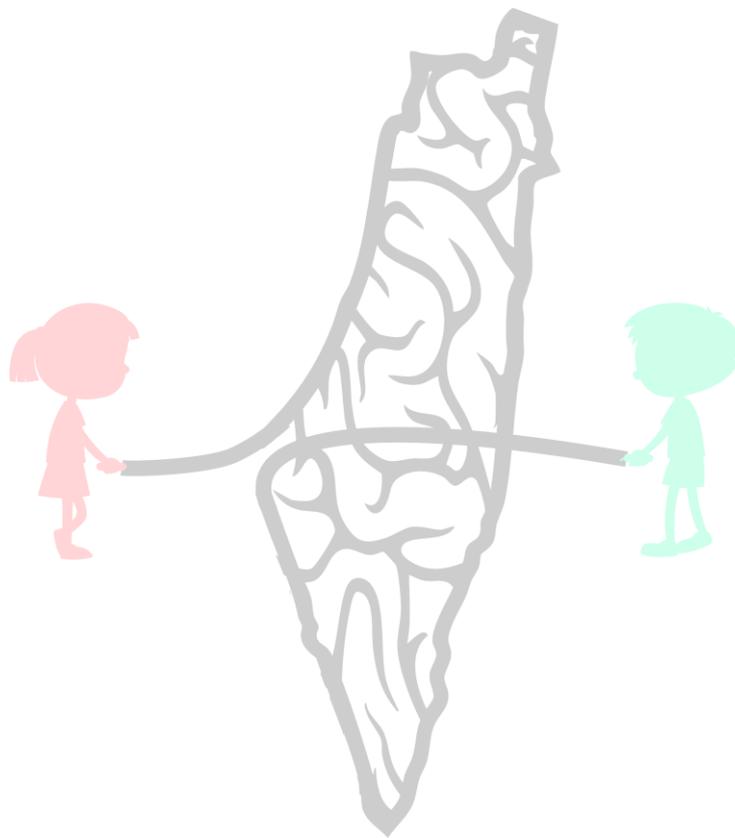1. Which competency/competencies do you think you have developed the most during the course?

2. What areas do you think you need to strengthen?

3. Which course strategies helped you learn the most?

4. What suggestions would you make to improve the course?