EUROCORES Programme
European Collaborative Research

Guidelines for proposers and organisers of networking activities within a EUROCORES programme

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These guidelines are available on the ESF website at
http://www.esf.org/coordinating-research/eurocores/networking-and-dissemination.html.

1. NETWORKING ACTIVITIES

Purpose:
Networking activities are intended to encourage and facilitate scientific cooperation between the Collaborative Research Projects (CRPs) within a given EUROCORES programme or, if appropriate, across different EUROCORES or ECRP programmes. The range of potential networking activities is wide, but proposed activities should reflect the current work plan for networking and dissemination drawn up by the scientific committee of the relevant programme (please consult the programme science officer if in doubt).

IMPORTANT:
Proposed activities must clearly go beyond the scope and objectives of an individual CRP to bring added value to the programme.

Scope:
Networking activities are collaborative activities bringing together scientists from at least two Collaborative Research Projects (CRPs), and on occasion external experts, in order to discuss, plan and implement future collaboration and interaction. Possible activities include:

- Working group meetings, seminars, workshops, symposia, conferences
- Summer gchools
- Training programmes and specialised courses (graduate-level and continuing education)

Networking activities can be organised as stand-alone events initiated and organised by programme members or as part of larger external events.

IMPORTANT:
Networking activities must directly involve more than one CRP from the same or another EUROCORES programme. Individual participation at a conference cannot be supported.

2. ELIGIBILITY CRITERIA

Applicants must be:
Project Leaders or **Principal Investigators** whose participating funding organisations are contributing fully to the networking and coordination costs. The applicant is the contact person responsible towards the ESF office for the application and, if successful, for the scientific and financial management of the networking activity.

Beneficiaries can be:
- Project Leaders and Principal Investigators whose funding organisations are fully contributing to the networking and coordination costs;
- Project Members (PhD students, post-doc researchers, senior scientists, etc.) participating within an Individual Project;

Associated Partners, Cooperating Partners and external invited experts are generally self-funded. However, with the approval of the programme's scientific committee, networking support can be granted to a limited number of these groups upon clear justification of the added-value of their participation in the given activity.

NB: Participation of junior Project Members (early career researchers) is strongly encouraged.

Location:
Networking activities should take place in one of the countries with a fully participating national funding organisation. Relevant and eligible activities may be organised outside these countries upon clear justification.

Co-sponsorship:
Co-funding/co-sponsorship of a networking activity is encouraged. Applicants must, however, obtain the preliminary approval of the EUROCORES administrative coordinator prior to making any firm commitment to co-sponsors.

3. ASSESSMENT CRITERIA

The proposal will be forwarded to the EUROCORES programme scientific committee for assessment and recommendation to the EUROCORES science officer, according to the assessment criteria described below. In the case of a surplus of applications, the scientific committee should reach a consensus on a prioritised list of networking activities.

The ultimate decision on awards, and especially on the extent of support for Associated Partners and external experts, is the responsibility of the EUROCORES science officer who has to operate within the ESF financial rules and requirements of the EUROCORES Scheme.

<u>IMPORTANT:</u>
Proposers/co-organisers of a EUROCORES networking activity may not evaluate proposals in which they are involved.

<u>Assessment Criteria:</u>

- Relevance of the scientific topics to the EUROCORES programme
- Scientific quality and potential impact of the proposed networking activity
- Level of networking involvement of different CRPs
- Justification of the requested budget
- Involvement of junior programme members
- Other comments / recommendations

In the case of equal relevance and quality, proposals involving a higher number of Collaborative Research Projects or with more significant impact on the overall EUROCORES programme should be given priority.

4. ONLINE SUBMISSION AND REPORTING PROCEDURES

<u>IMPORTANT:</u>
At each stage the applicant receives email instructions on how to proceed to the next stage.

I. Application

Applicants are asked to submit applications **online at least three months in advance** through a link provided either on the programme website or by the ESF Office.

Items to be filled in on the online form:
   a) Type of networking activity
   b) Title of the networking activity
   c) Proposed venue and dates
   d) Estimated expenditure and income (including ESF grant requested and co-sponsorship when applicable)
   e) Personal data of the applicant, and of (co-)organisers when applicable

Items to be uploaded via the online system in a single Word or PDF file *(template provided on the [EUROCORES networking and dissemination webpage](#) and the online application form)***:**

   a) Scientific rationale and relevance to the programme (1 page maximum)
   b) Provisional programme/agenda of the activity
   c) List of provisional speakers and/or participants
   d) Justification for the invitation of Associated Partners and external experts
   e) Provisional dissemination and exploitation plan
   f) Fully detailed budget and justification
   g) Other comments/annexes

Once the submission of the application has been completed, the applicant will receive an acknowledgement of receipt.

II.   Approval / refusal by ESF

The ESF informs the applicant of the outcome of their application.

III.   Acceptance / refusal by the applicant

If funding is approved, the applicant has to accept (or refuse) ESF funding terms and conditions, and provide their institution/organisation's bank details.

Upon acceptance the applicant must send the Acceptance Form automatically generated by the online system to the ESF.
For grants ≤20K€, a scan copy of the signed Acceptance Form is sufficient.
For grants >20K€, the hard copy of the signed Acceptance Form is needed.

Upon receipt of this document ESF makes an advance payment (80% of the grant awarded), usually two months before the activity.

IV.   Reporting

IMPORTANT:
The applicant must provide the EUROCORES programme scientific committee with a final report on the networking activity within two months of the completion of the activity for information or evaluation. The final payment will only be made upon completion of all the steps described below.

1)   Final Report

Items to be entered in the online Financial Report Form:
   a)   Actual expenditure
   b)   Co-sponsorship received, if applicable
   c)   Number of participants

Scientific report *(template provided on the <u>EUROCORES networking and dissemination webpage</u> and the online application form)* ***to be uploaded via the online system in a single Word or PDF file*** *and containing the following (max. 6 A4 pages):*
   a)   A summary
   b)   The final programme of the event
   c)   A description of the scientific content of the event (abstracts can be provided)
   d)   An assessment of the results and impact of the event on the EUROCORES Programme.
   e)   List of speakers and participants

Unless other arrangements are agreed, the contents of reports will be considered as being in the "public domain" and may be used, suitably acknowledged, in the compilation of reports by the ESF. Reports may also be published on the ESF website

2)   List of participants
Names and contact details of <u>all</u> participants (including speakers) have to be provided via the online system.

3)   Document (hard copy) to be posted to ESF
The signed Financial Report form signed by both the applicant and the authorised financial officer and stamped by the organisation hosting the event

IMPORTANT:
When a departmental or other locally audited account is offered (i.e. university, public agency), the original receipts are not required, but the financial officer must keep all original receipts for the period legally required, in the event of an audit.

When, in exceptional cases, the account is not operated by a public or audited organisation, the account holder must provide a detailed financial statement and original receipts of expenditures (all travel tickets, bills, invoices etc.).

If the actual expenditure is lower than the advance payment, the unspent funds must be returned to ESF within two months of the completion of the networking activity.

5. NETWORKING ACTIVITY PROCEDURES

I. Activity administration

The applicant may contact all prospective participants as soon as the notification of the awarded grant has been received. As a matter of course, the EUROCORES science officer should receive an invitation. Accommodation booking, logistics and all other arrangements are the applicant's responsibility. When arrangements are finalised, but well in advance of the activity, the following minimal information should be made available to all participants:

* full details about venue and dates of the networking activity (including local map and information on how to reach the venue from the airport or train station)
* full details about the accommodation and meal arrangements
* full contact details of the local organiser
* conditions for reimbursement of expenses as agreed with the ESF office prior to the activity (e.g. full payment for speakers only, for each participant, or up to a certain maximum amount)

When making payments the applicant should follow the general ESF financial rules (see *IV. Financial Rules*).

II. Programme visibility

In order to enhance awareness of the EUROCORES programme supporting the activity, the applicant must identify the activity as being programme-funded or co-funded in all public announcements, programmes, websites, publications, etc. and include an ESF-EUROCORES acknowledgement phrase such as: "*This* [event/activity] [is/has been] *supported* [, in part,] *by the European Science Foundation (ESF) under the EUROCORES Programme* XX". Organisations contributing to the activity should also be credited in relevant publications.

Prior to the activity, an information package may be sent to the applicant including corporate ESF information and specific programme documentation for distribution to participants.

III. Data protection

Information on protection of data and on the ways in which information on participants (provided in the online list of participants) will be used by ESF can be found at http://www.esf.org/data. In line with French law and with European Union directives on the protection of personal data, it is the organiser's responsibility to inform participants that their information is being entered into the ESF database.

IV. Financial rules

The use of EUROCORES programme networking funds is exclusively restricted to networking activities recommended by the EUROCORES programme scientific committee. Acceptance of EUROCORES funding or co-funding implies the acceptance of ESF rules on the public dissemination of information derived from the EUROCORES programme networking activity. Granted networking activities must be non-profit making.

<u>**Eligible costs:**</u>
* Travel, subsistence and accommodation costs for eligible participants.
* Costs for renting/using event facilities should be kept to a minimum. Where possible, the applicant or co-organisers should negotiate the use of facilities within their institutions, either as an in-kind contribution or for a minimum fee.
* Local administrative costs (where applicable, including administrative and technical assistance, normal office support, etc.) must not exceed 10% of the total grant.

Ineligible costs:
- Payment of honoraria for speakers or organisers
- (Social) activities with no direct link to the EUROCORES programme's objectives.

Rules of reimbursement:
Participants should arrive and depart as close as possible to the beginning and end of the activity (i.e., usually, one half-day before and after the activity). In case a participant has been on non-ESF business either before or after the meeting, the applicant (organiser) should only cover expenses incurred by participation at the EUROCORES programme activity, **unless** the stay extension or the travel itinerary is justified by a **significant** reduction in cost (e.g., from reduced air fares).

Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be provided by the participants to the dissemination activity applicant (organiser).

Train tickets and train supplements may be first class.

Taxis should only be taken when convenient public transport is not available.
Cancellation insurance will only be reimbursed for economy ticket. Costs of health, life and luggage **insurance** are not reimbursed by ESF.

Use of private car (including road tolls and fuel) will be reimbursed, unless otherwise agreed in advance, on the basis of 1st class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent should be produced with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of fare can be provided, the number of kilometres covered should be indicated. When two or more participants travel together by car, travel costs are reimbursed to only one participant.

Accommodation/meeting room rental: Ideally, the applicant (organiser) should be invoiced directly for those items by, e.g., the hotel or conference centre after the meeting. Invoices should not include individual meals or incidental expenses (such as supplement for an accompanying person, laundry, private bills, private telephone calls), which should be paid directly by the participants before departure. Individual reimbursements of room and breakfast could be considered only upon the production of individual bills.

Meals: Usually, meals should be arranged for all participants by the applicant/or the local organiser, and invoiced directly to the applicant (organiser). Alternatively, the applicant (organiser) may provide a lump sum of a maximum of 21 Euros per lunch or per dinner directly to each participant.

Travel Claim Forms: It is the applicant's responsibility to distribute ESF Travel Claim Forms (available upon request) to participants (when needed) and to require that they comply with the rules specified on the forms, within the present guidelines, and within additional documents provided by the ESF office.

ANNEXES

- Networking / Dissemination activity - Application Form
- Networking / Dissemination activity - Scientific Report Form

The forms can be downloaded from the EUROCORES website at http://www.esf.org/coordinating-research/eurocores/networking-and-dissemination.html

EUROCORES Programme
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Networking / Dissemination Activity
Application Form

Form (Word or PDF file) to be completed and uploaded via the online system <u>at least three months in advance of the event</u> for the following activities: working group meetings, seminars, workshops, symposia, conferences, summer schools, training programmes and specialised courses (graduate-level and continuing education), EUROCORES programme invited sessions at larger conferences, working group meetings (e.g. publication meetings).

a)   **Scientific rationale and relevance to the programme (1 page maximum)**

b)   **Provisional programme/agenda of the activity including the programme of   the larger event (if applicable)**

c)   **List of provisional speakers and/or participants**

d)   **Justification for the invitation of Associated Partners and external experts**

e)   **Provisional dissemination and exploitation plan**

f)   **Fully detailed budget and justification**

g)   **Other comments/annexes**

EUROCORES Programme
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Networking / Dissemination Activity
Scientific Report Form

Form (Word or PDF file) to be completed and uploaded via the online system <u>within two months of the completion of the event</u> for the following activities: working group meetings, seminars, workshops, symposia, conferences, summer schools, training programmes and specialised courses (graduate-level and continuing education), EUROCORES programme invited sessions at larger conferences, working group meetings (e.g. publication meetings).

a)   Summary

It should provide a general picture of the meeting and describe the practical organisation / general arrangements. It should also summarise the scientific objectives and agenda of the meeting and the overall conclusion(s).

b)   Final programme of the event

c)   Description of the scientific content of the event (abstracts can be provided)

It should provide a detailed picture of what went on during the meeting: brief summaries of presentations, synopsis of subsequent discussions (agreements/disagreements/highlights).

d)   Assessment of the results and impact of the event on the EUROCORES programme.

It should describe what was gained from the meeting. Concrete or follow-up actions to be taken as a result (i.e. dissemination plan) should appear in this section.

e)   List of speakers and participants

Name and affiliation are sufficient. The detailed list will be uploaded online directly.