



The EU Framework Programme
for Research and Innovation

HORIZON 2020



H2020 Programme

Proposal template H2020-MSCA-NIGHT-2020bis

Administrative forms (Part A)
Project proposal (Part B)

Coordination and Support Action (CSA)

Version 1.0
18 September 2020

Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Funding & Tenders Portal, might differ from this example. Proposals must be prepared and submitted via the online proposal submission system under the Funding & Tenders Portal.



HISTORY OF CHANGES

Version	Date	Change	Page
1.0	18.09.2020	▪ Initial version.	

Example, not to complete



Horizon 2020

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

[Table of contents](#)

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
5	Call-specific questions	

[How to fill in the forms](#)

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.



Proposal ID

Acronym

1 - General information

Topic

Call Identifier

Type of Action

Deadline Id

Acronym

Proposal title*

Max 200 characters (with spaces). Must be understandable for non-specialists in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months

Estimated duration of the project in full months.

Free keywords

Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

Example, not to complete



Proposal ID

Acronym

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- the objectives of the proposal
- how they will be achieved
- their relevance to the work programme.

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties .

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters

2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020 or any other EU programme(s)?

Yes No



Proposal ID

Acronym

Declarations

1) The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The coordinator confirms:	
- to have carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html or to be covered by a financial viability check in an EU project for the last closed financial year. Where the result was “weak” or “insufficient”, the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="radio"/>
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="radio"/>
- as sole participant in the proposal is exempt from the financial capacity check.	<input type="radio"/>
5) The coordinator hereby declares that each applicant has confirmed:	
- they are fully eligible in accordance with the criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- they have the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>
The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.	

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the [privacy statement](#). Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 - 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the [Privacy statement for the EDES Database](#).



Proposal ID

Acronym

List of participants

#	Participant Legal Name	Country
1		

Example, not to complete



Proposal ID	Acronym	Short name
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2 - Administrative data of participating organisations

PIC **Legal name**

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public body unknown Legal person unknown

Non-profit unknown

International organisation unknown

International organisation of European interest unknown

Secondary or Higher education establishment unknown

Research organisation unknown

Enterprise Data

SME self-declared status unknown

SME self-assessment unknown

SME validation sme unknown

Based on the above details of the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.



Proposal ID	Acronym	Short name
-------------	---------	------------

Department(s) carrying out the proposed work

Department 1

Department name not applicable

Same as organisation address

Street

Town

Postcode

Country

Dependencies with other proposal participants

Character of dependence	Participant
-------------------------	-------------

Example, not to complete



Proposal ID	Acronym	Short name
-------------	---------	------------

Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title

Sex Male Female

First name	Last name
E-Mail	

Position in org.

Department

Same as organisation

Same as organisation address

Street

Town

Post code

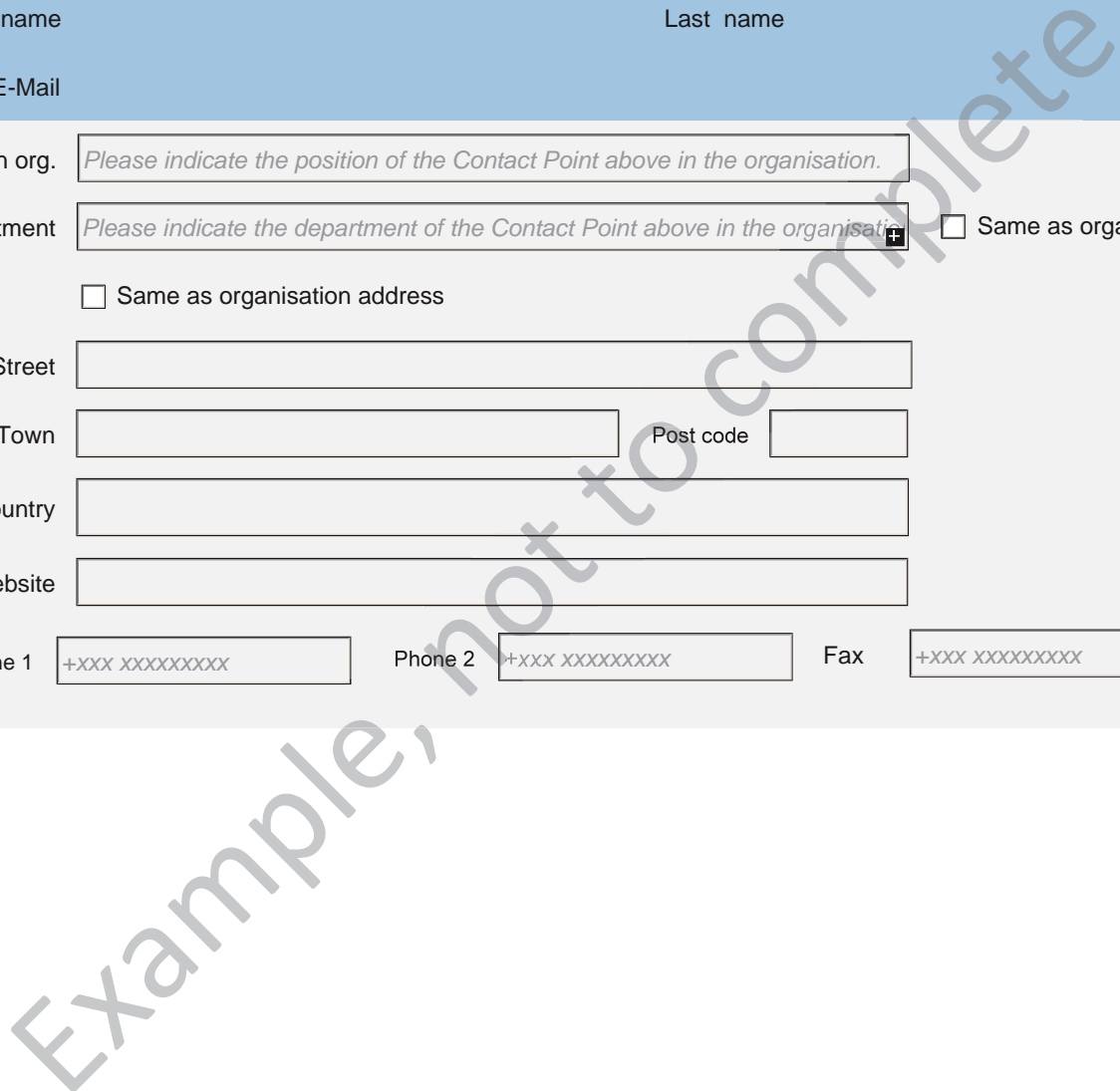
Country

Website

Phone 1

Phone 2

Fax





Proposal ID

Acronym

Go to

3 - Budget for the proposal

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub- contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of inkind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F +G)	(I) Reimburse- ment rate (%)	(J) Max.EU Contribution / € (=H*I)	(K) Requested EU Contribution/ €
			?	?	?	?	?	?	?	?	?	?	?
1			0	0	0	0	0	0,00	0	0,00	100	0,00	0,00
	Total		0	0	0	0	0	0,00	0	0,00		0,00	0,00

Example, not to be completed



Proposal ID

Acronym

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Will they be directly derived from embryos within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they previously established cells lines?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Will the research lead to their destruction?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they volunteers for social or human sciences research?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they persons unable to give informed consent?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they vulnerable individuals or groups?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they children/minors?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they patients?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they healthy volunteers for medical studies?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does it involve invasive techniques?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does it involve collection of biological samples?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If your research involves processing of genetic information, see also section 4.		
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they available commercially?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they obtained within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No	



Proposal ID	Acronym	
Are they obtained from another project, laboratory or institution?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they obtained from biobank?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does it involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does it involve processing of genetic information?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does it involve tracking or observation of participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS		Page
Does your research involve animals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they vertebrates?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they non-human primates?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they genetically modified?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they cloned farm animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they endangered species?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Please indicate the species involved(Maximum number of characters allowed: 1000)		
<i>Example, not to complete</i>		
6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Specify the countries involved:(Maximum number of characters allowed: 1000)		



Proposal ID	Acronym	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<i>Specify material and countries involved: (Maximum number of characters allowed: 1000)</i>		
Do you plan to export any material - including personal data - from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<i>Specify material and countries involved: (Maximum number of characters allowed: 1000)</i>		
In case your research involves low and/or lower middle income countries , are any benefits-sharing actions planned?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. DUAL USE		Page
Does your research involve dual-use items in the sense of Regulations 428/2009, or other items for which an authorisation is required?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. MISUSE		Page
Does your research have the potential for misuse of research results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	



Proposal ID	Acronym
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11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<i>Please specify: (Maximum number of characters allowed: 1000)</i>		

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents.

[How to Complete your Ethics Self-Assessment](#)

Example, not to complete



Proposal ID

Acronym

5 - Call specific questions

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the [Pilot on Open Research Data in Horizon 2020](#)¹, which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a [Data Management Plan \(DMP\)](#), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020. Yes No

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- | | |
|------------------------------------------------------------------------|--------------------------|
| - the project does not generate any data | <input type="checkbox"/> |
| - to allow the protection of results (e.g. patenting) | <input type="checkbox"/> |
| - incompatibility with the need for confidentiality linked to security | <input type="checkbox"/> |
| - incompatibility with privacy/data protection | <input type="checkbox"/> |
| - achievement of the project's main aim would be jeopardised | <input type="checkbox"/> |
| - other legitimate reasons | <input type="checkbox"/> |

Please specify the reason:

Remaining characters 300

Further guidance on open access and research data management is available on the participant portal: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm and in general annex L of the Work Programme.



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¹ According to article 43.2 of Regulation (EU) No 1290/2013 of the European Parliament and of the Council, of 11 December 2013, laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006.

Example, not to complete



Proposal ID

Acronym

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

The form has not yet been validated, click "Validate Form" to do so!

Example, not to complete

Annex 1 - Part B Template

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

European Researchers' Night 2021
Call: H2020-MSCA-NIGHT-2020bis

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

NIGHT

Part B - Page X of Y
TABLE OF CONTENTS

In drafting PART B of the proposal, applicants must follow the structure outlined below.

START PAGE COUNT

- 1. EXCELLENCE**
- 2. IMPACT**
- 3. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION**

STOP PAGE COUNT

- 4. OPERATIONAL CAPACITY OF PARTICIPATING ORGANISATIONS**

NB: Applicants must ensure that sections 1-3 do not exceed the limit of 30 pages.

No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. Experts will be strictly instructed to disregard any such references.

STRUCTURE OF THE PROPOSAL AND EVALUATION CRITERIA

1. EXCELLENCE

Please structure your proposal according to the following subheadings related to the excellence of your NIGHT event:

1.1. Clarity and pertinence of the objectives

Describe the specific objectives pursued, keeping in mind that the common main objective consists of "bringing researchers closer to the general public and increasing awareness of research and innovation activities, with a view to supporting the public recognition of researchers, creating an understanding of the impact of researchers' work on citizens' daily life, and encouraging young people to embark on research careers."

1.2. Soundness of the concept and credibility of the proposed methodology

Please describe:

- The main ideas on which the proposal relies;
- The lessons possibly learnt from any previous similar experience (whether EU funded or not).

1.3. Quality of the proposed coordination and/or support measures

- Indicate the topics considered, the various disciplines involved;
- Describe the stakeholders (local/regional/national authorities, funding agencies, companies, etc.) and their engagement;
- If relevant, describe the novelties (compared to current situation in the territory considered and/or all over Europe), and the possible evolution compared to previous similar initiatives.

2. IMPACT

Please structure your proposal according to the following subheadings related to the impact of your NIGHT event:

2.1. The extent to which the outputs of the project would contribute to each of the expected impacts mentioned in the work programme. These are:

- Increased awareness among the general public of the importance of research and innovation and more favourable general attitude towards its public funding;
- Better understanding of the key benefits that research brings to society;
- Reduction of the stereotypes about researchers and their profession;
- Increase, in the long term, of people taking up research careers;
- Better understanding of the European Union among the general public.

Please explain how the approach and activities chosen will contribute to reach the five objectives described above.

2.2. *Quality of the proposed measures to exploit and disseminate the project results to communicate the project activities to different target audiences.*

Please:

- Indicate the estimated overall number of people likely to be made aware of your European Researchers' Night event and its objectives, as well as the estimated overall number of attendees expected;
- Describe the involvement of researchers funded by Framework Programmes, and in particular by Marie Skłodowska-Curie Actions;
- Mention the way and the estimated overall number of people informed via dissemination of the results/sharing practices;
- Indicate the potential synergies with European/international/national/ regional other initiatives (whether similar or not);
- Describe the expected improvement regarding researchers' public recognition;
- Describe the expected increase in popularity of scientific careers, in particular amongst young people.

3. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

Please structure your proposal according to the following subheadings related to the quality and efficiency of the implementation of your NIGHT event:

3.1. *Quality and effectiveness of the work plan (work packages, milestones, deliverables), including the extent to which the resources assigned to work packages are in line with objectives and deliverables:*

- Provide the schedule and description of the Work Packages (see template tables below, tables 1 to 5);
- Fill in the list of deliverables (see template table below, table 6);
- Describe the planned allocation of resources by Work Package and by partner (see template below, table 7 and table 8).

3.2. *Appropriateness of the management structures and procedures, including risk and innovation management:*

- Describe the management structure and processes;
- Describe the management bodies, advisory committees if any, steering committee if relevant and their composition;
- Describe the decision-making process (unanimity, majority vote, consensus, etc.);
- Indicate which critical risks could be faced and the possible mitigation measures to adopt, such as:
 - Bad weather conditions;
 - Insufficient response from research community;
 - Insufficient response from target audience;
 - Public health;
 - Etc.

3.3. Complementarity of the participating organisations and extent to which the consortium as a whole brings together the necessary expertise; **(Not applicable to proposals with one single beneficiary).**

3.4. Appropriateness of the allocation of tasks, ensuring that all participating organisations have a valid role and adequate resources in the project to fulfil that role. **(Not applicable to proposals with one single beneficiary).**

Table 1
Work Package 1: Awareness campaign

Work package number	1		Lead beneficiary				
Work package title	Awareness campaign						
Participating organisation number	1	2	3	4	TOTAL
Participating organisation short name							
Person-months per participating organisation:							
Start month				End month			

Objectives

Make as many people as possible aware of the European Researchers' Night and its objectives;
Attract as large as possible a number of organisations to the events organised.

Description of work

Please follow the structure below

Main target of the awareness campaign

Describe target groups:
Public at large regardless of age and scientific background;
Teachers, educators and schools / formal and non-formal education organisations;
Special attention to be paid to children and young people. Inclusiveness should be key.

Communication tools

List choice of tools:
Off line: such as written press, radio, TV, mailings, direct visits, meetings, etc. (specify)
On line: such as project website, blogs, social networks, e mailings, etc. (specify)

Messages to be conveyed

Describe:
The main message you would like to deliver through the European Researchers' Night;
Other specific messages, related to the main objective of the Action as described in the Work Programme, namely "The European Researchers' Night aims to bring researchers closer to the general public and to increase awareness of research and innovation activities, with a view to supporting the public recognition of researchers, creating an understanding of the impact of researchers' work on citizens' daily life, and encouraging young people to embark on research

careers”.

Promotional material

All announcements and promotional material will bear the compulsory mention "European Researchers' Night", complying with the following editing guidelines:

The off line material, such as written material (such as folders, brochures, programmes, posters, and give away) will always bear the mention "European Researchers' Night";

The European Researchers' Night roll-up, designed by the European Commission, will have to be placed at the EU corner , complying with the following format requirements: 200 X 85 cm;

The on line material, such as banners, ads, websites, links to relevant EU websites and social networks (European Researchers' Night website, Facebook, among others) will bear the compulsory mention: "This European Researchers' Night project is funded by the European Commission under the Marie Skłodowska-Curie Actions".

Promotional gadgets (displayed through the European corner notably), complying with the general guidelines are available at

https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en

Some tips

Applicants should plan a timely awareness campaign (in particular with regards to schools and universities: start campaign before summer break whether possible); in such context, consider the potential effectiveness of pre-events and early announcements whichever their form;

Messages and communication means should be adapted to the specific target audience;

Cross-borders partnerships are also encouraged: applicants are welcome to get in touch with potential applicants in the same or other countries/region/city and search for scale economies and synergies (without forgetting that activities in the same city in any case will have to be coordinated and commonly promoted).

Deliverables

Report on the awareness campaign (actions, media feedback, activities on Internet such as hits on website, blogs, social networks, etc.), accompanied by samples of promotional material (posters, leaflets, programmes, gadgets, etc.) not later than 30 days after the event.

Table 2
Work Package 2: Activities during the NIGHT

Work package number	2		Lead beneficiary					
Work package title	Activities during the NIGHT							
Participating organisation number	1	2	3	4	TOTAL	
Participating organisation short name								
Person-months per participating organisation:								

Start month		End month	
--------------------	--	------------------	--

Objectives

Offering all the categories of the public, regardless of age and scientific background, a range of activities as broad as possible:

Directly and actively involving both researchers and audience;

Combining in a balanced way entertainment and "education to science through researchers";

Contributing to enhancing the public recognition and appraisal of researchers and their work.

Description of work

Please follow the structure below

Locations

Indicate the city(ies) where the NIGHT events will take place.

Venues

When already identified, list the venues planned for each location;

If not yet identified, indicate the type of venues intended (such as universities' premises, labs, museums, theatres, squares, streets, shopping malls, etc.).

Activities

Describe:

Common theme to all venues/locations if relevant;

List of the types of activities planned: hands-on experiments, demonstrations, simulations, science shows, games, competitions, contests, exhibitions, presentation of prototypes, quizzes, guided tours, lab visits, speed dating, crime investigation, orienteering, display of films, etc.

Draft programme;

Overall schedule;

Organisational aspects: links between venues and locations, characteristics of venues, possibly organised transport linking them, etc.

EU-corner

The purpose of the EU corner is to provide general information about the European Union and how the EU funds science and education cooperation within Europe and beyond.

Describe the set up:

Located in a frequently visited area;

Displaying the European flag, information on the EU (history/initiatives/policies/achievements which are in particular relevant for the target audience), interactive activities;

Permanent presence of personnel able to answer public questions about EU policies and programmes, and promoting the European role in research and innovation;

Testimonials/activities conducted by researchers funded by the EU, in particular Marie Skłodowska-Curie actions (having been abroad or being on site), who will also take part in the activities organised outside the EU corner.

Some tips

Involve the researchers from the very start of the programme elaboration and identify researchers having benefitted from EU support;

Plan a special training for all researchers who will be directly in contact with the audience (communication, accessibility, clarity, entertainment). Keep in mind that they are expected to exchange with the audience in an accessible and friendly way, also on complex issues, -avoiding jargon- and to be able to show the impact of research and innovation on daily life Pay also attention to the training of trainers and multipliers;

As for the venues, try to select at least one usually frequented by the public at large (shopping mall,

cinema, public spaces, youth meeting point...) in order to attract an even broader audience;
 Plan visits and activities with schools (after a timely information: in some countries, schools will just have re-started, so information will have to be displayed prior to the summer break as referred to above under "awareness campaign");
 Plan activities adapted to the age and abilities of the specific target audience but also to the possible scientific background;
 When choosing an overall theme (if doing so), try to stick to "hot topics" and/or topics likely to "touch" the expected audience (daily life, health, climate and sustainable development, etc.).
 Regarding the EU corner, liaise with EU representations and/or EU info points in order to get advice, EU goodies and brochures, possibly staff to answer questions on EU at stand;
 The National Contact Points' network are an important source of information:
http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

Deliverables

Report on the activities of your NIGHT (list, participation, most successful activities possible lessons learnt, etc.), including:
 a complete list of the researchers funded under FP7/Horizon 2020, with a specific focus on the Marie Skłodowska-Curie fellows, involved in the event with name, surname and project's grant agreement number;
 Promotional/audio-visual material such as: conferences, leaflets, posters, videos. This comprises at least 15 photos (resolution: 3744x5079 pixels [19 Mpix]) and 1 video (resolution: full HD size [1920x1080 pixels], mp4; codec: H.264; average bitrate: between 2500 kbps and 4000 kbps; sound: AAC stereo at 192 kbps);
 To be potentially used by the European Commission for promotional/communication purposes.
 Furthermore, **a disclaimer¹ must be visible at the entrance of the event in the national language(s) of the event.**

Table 3
Work Package 3: Impact assessment

Work package number	3		Lead beneficiary				
Work package title	Impact assessment						
Participating organisation number	1	2	3	4	TOTAL
Participating organisation short name							
Person-months per participating organisation:							
Start month				End month			

¹ Wording to be used: "Photography and filming is taking place at this event today. If you enter this area, you may be filmed and have your picture taken. By entering this area, you are giving consent to the organisers and the European Commission to film, photograph, and to make sound recordings of you, and to use such recordings and images at their discretion. You hereby release the organisers and the European Commission from any liability in connection with the above."

In case any person among the audience does not approve, this possibility should be clearly stated in an application form and the coordinator of the NIGHT event will delete any image/video containing this person before sending it to the European Commission for promotional purposes.

Objectives

Assessing the impact of the NIGHT event, quantitatively and qualitatively;
Identifying the types of activities which are the most successful regarding the main aims of the event.

Description of work

Please follow the structure below

Content of the assessment methodology

Describe your approach, e.g.

Quantitative data about the event: number of attendees, typology of attendees (age, gender, occupation, background, etc.), rating of the event, participation in various activities, number of researchers funded under FP7/Horizon 2020 involved, number of hits on website, number of friends and followers on social networks, number of promotional items displayed and media coverage, evolution overtime if similar events were organised in the past, etc.;

Qualitative: most/least successful activities, interest expressed in attending similar events in the future, overall appreciation.

Implementation of the assessment methodology

Describe:

Selection of the sample of responders (random, focus groups, etc.) and tools used (paper questionnaires, on line questionnaires/surveys, face to face interviews, polls, etc.);

Minimum amount of feedback expected (through all the vectors used).

Some tips

Plan short and simple questions, not too numerous;

Modulate questions and means used according to the segment of the audience addressed (schools, kids, young people, adults, teachers and families, etc.);

Reward the participation in the impact assessment exercise;

Plan the processing of answers collected by a professional body (university department, company, etc.), possibly part of the consortium;

Involve independent "observers" in charge of identifying shortcomings or problems towards the achievement of the objectives;

Get in touch with other potential applicants, possibly in other countries, for a common elaboration of the questionnaires and other relevant materials, with a view to realising economies of scale and making the results comparable at a national level or beyond.

Deliverables

Report on impact assessment (number of responses, tools used, main trends and conclusions), accompanied by samples of questionnaires/interviews in English.

Table 4

Work Package 4: Management

Work package number	4	Lead beneficiary:					
Work package title	Management						
Participating organisation number	1	2	3	4	TOTAL
Participating organisation short name							

Person-months per participating organisation:							
Start month				End month			

Objectives

Ensure a sound management of the project in all its components

Description of work

Please follow the structure below

Coordinator

Name of the institution;
 Person in charge of administrative, legal, financial and accounting management;
 Person interfacing with the relevant EU services (negotiation, reporting).

Steering Committee (if any)

Composed of:
 Role:

Advisory Committee (if any)

Composed of:
 Role:

Work Package Leaders, Local correspondents

Designation:
 Role:

Decision making process

Possibly: consensus amongst all partners, majority (simple or not), unanimity, casting vote for chairperson, etc.;

Procedure in case of conflict.

Internal communication flows

Describe communication means:

Video conferences, meetings (partial or plenary);
 Frequency (if already determined) of the various meetings.

Some tips

*Use the management structure that suits you better, and keep it as simple as possible. Plan a mechanism allowing association of new bodies cooperating to the implementation in the course of the project;
 Develop a consortium agreement, which is compulsory, which clearly defines tasks, responsibilities and possible allocation of resources (personnel, financial) as early as possible in the proposal preparation process and in principle prior to the signature of the Grant Agreement.*

Deliverables

Final management report.

Table 5
Overall Scheduling of Work Packages

The work plan will be broken down into **Work Packages** (i.e. Awareness campaign, Activities during the NIGHT, Impact assessment and Management).

Work package No	Work Package Title	Lead Participating organisation No	Lead Participating Short Name	Start Month	End month
1	Awareness campaign				
2	Activities during the NIGHT				
3	Impact assessment				
4	Management				

Table 6
Deliverables List

Deliverable (number)	Deliverable name	Work package number	Short name of lead participating organisation	Type	Dissemination level	Delivery date (in months)

Table 7
Summary of staff effort

Please indicate the number of person months over the whole duration of the planned work, for each work package, for each participating organisation. Identify the work-package leader for each WP by showing the relevant person month figures in bold.

	WP1	WP2	WP3	WP4	Total Person-Months per Participating organisation
Participating organisation Number/ Short Name					
Participating organisation Number/					

Short Name					
Participating organisation Number/ Short Name					
Total Person Months					

Table 8
Allocation of resources

Table to be inserted for EACH participating organisation in case of multi-partner projects.

WORK PACKAGE	DIRECT PERSONNEL COSTS	DIRECT COSTS OF SUBCONTRACTING*	OTHER DIRECT COSTS** (Costs that are directly linked to the action implementation and can therefore be attributed to it directly)	COSTS OF INKIND CONTRIBUTIONS NOT USED ON THE BENEFICIARY'S PREMISES	INDIRECT COSTS (25 % of personnel costs + other direct costs)	TOTAL
1						
2						
3						
4						
TOTAL						

* Please mention the **tasks intended to be subcontracted and the corresponding amounts**.

**Under "other direct costs" may also appear contracts to purchase goods, works, or services which do not cover the implementation of action tasks although necessary to implement action tasks by beneficiaries (in other terms, which appear to be strictly "instrumental" to the implementation of the action as a whole)

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4. Operational capacity of participating organisations

Submission of the following information is required to determine the **operational capacity** of each applicant in grant proposals:

- A curriculum vitae or description of the profile of the persons who will be primarily responsible for carrying out the proposed activities;
- A list of up to five relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- A list of up to five relevant previous projects or activities, connected to the subject of this proposal;
- A description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;
- A description of any third parties that are not represented as project partners, but who will nonetheless be contributing towards the work (e.g. providing facilities, computing resources).

Example, not to complete

ENDPAGE

**European Researchers' Night 2021
Call: H2020-MSCA-NIGHT-2020bis**

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

NIGHT

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