



<https://eu-citizen.science>

Cascading Grants Frequently Asked Questions

1. About the project

- Which organisations are partners of EU-Citizen.Science?
 - a. Museum für Naturkunde Berlin (MfN)
 - b. European Citizen Science Association (ECSA)
 - c. The International Institute for Applied Systems Analysis (IIASA)
 - d. Earthwatch Europe
 - e. El Ministerio de Ciencia e Innovación (MINECO)
 - f. Mykolas Romeris University
 - g. University College London (UCL)
 - h. european network science centre and museums (ecsite)
 - i. Trinity College Dublin
 - j. Vetenskap & Allmänhet
 - k. Natural History Museum, London
 - l. Universiteit Leiden
 - m. Figueira de Castelo Rodrigo Municipio
 - n. Zentrum Für Soziale Innovation (ZSI)
 - o. Universidade De Coimbra
 - p. SciComPt

Third Party Partners:

- q. BOKU
- r. Royal Belgian Institute of Natural Sciences (RBINS)
- s. Tartu Ülikool
- t. Muséum national d'histoire naturelle (MNHN)
- u. Aristotle University of Thessaloniki
- v. Environmental Social Science Research Group (ESSRG)
- w. Il Museo di Storia Naturale della Maremma
- x. Ibercivis

2. Funding

- How are the payments scheduled?
 - a. There is a single payment made upon delivery of the UCL-approved, user-tested training module. This could take up to a month after submission of the training module.



<https://eu-citizen.science>

- Is subcontracting allowed?
 - a. Yes.
- What is the 25% overhead in the section of the application form where I need to detail a breakdown of the costs?
 - a. The 25% overhead, also known as indirect costs, are general operating costs incurred within the project but not directly linked to the project tasks. Indirect costs contribute to the proper project implementation, but they are also indispensable to successfully run your business. Overhead costs will apply to Personnel, Travel, Equipment and Other Goods and Service but not to Subcontracting. Your grand total budget request, which cannot exceed 1500€, **MUST** include the 25% overhead costs.

3. Quality Assurance

- What is the quality assurance process for each training module?
 - a. Each module will undergo one review by approximately two members of the EU-Citizen.Science project, this is anticipated to happen around late June 2021. This review will focus on highlighting other possible sources of information that might be of interest; and to ensure compliance with the guidelines that we issue. You will also be expected to carry out user-testing (see next question) and complete a Quality Assurance Checklist to make sure you meet the basic usability and accessibility requirements.
- How many people does the module need to be user-tested with?
 - a. Each module needs to undergo user-testing with at least five users of the intended audience, five users will detect approximately 80% of errors (<https://www.nngroup.com/articles/discount-usability-20-years/>).
- Are there guidelines for user-testing?
 - a. Yes there are. We are currently testing and refining our user-testing process on the first four modules that we recently launched on the EU-Citizen.Science platform. The finished guidelines will be available in the “Documents for download” section in the call website.

4. Application process and eligibility

- How do I know if I am eligible to apply?
 - a. See section 4 of this document: https://eu-citizen.science/static/site/files/EU-Cit.Sci_Guide_for_Applicants.pdf.



<https://eu-citizen.science>

- Can the UK apply?
 - a. Yes, the UK is eligible to apply. This cascading grants call is part of the EU-Citizen.Science project that has received funding from the European Union's Horizon 2020 Framework Programme for Research and Innovation. See here for more information: <https://www.gov.uk/guidance/horizon-2020-what-it-is-and-how-to-apply-for-funding>
https://ec.europa.eu/info/news/questions-answers-uks-participation-horizon-europe-2021-feb-25_en

- Can individuals apply?
 - a. Yes

- Can consortia apply?
 - a. Yes

- Can a non-profit organisation apply?
 - a. Yes

- How should I fill in the application form if it is a group of people or a team applying?
 - a. In the field "applicant name" you can include all names of the team if you want to. If you add all the names of your team in "applicant name", please only add one to two designated contact persons in the field "email address".

- Can I submit more than one application for the same call?
 - a. Only one grant can be awarded per individual/organisation. Therefore, we ask each individual/organisation to submit **a maximum of one** application.

- Do you offer a pre-proposal check?
 - a. The project will not assess any applications prior to their submission. We are happy to answer general questions about the scope and format of the call via email, but we cannot make any statement about the feasibility or value of a proposal. The acceptance of a project will be at the discretion of the review panel.

- Can I submit an application if I am already receiving funds from another public programme?
 - a. The training module you plan to develop with the EU-Citizen.Science grant **cannot receive double funding**. Synergies with other sources of funding, including other Horizon 2020 projects, are encouraged as long as the grants are used for complementary, not overlapping purposes.

- Can I change my application once submitted?
 - a. No, we are afraid not.



<https://eu-citizen.science>

- Will those who are rejected get any feedback?
 - a. Yes, although this will not be substantial feedback due to limited resources. We will provide enough feedback for you to understand the key points from our selection process.

5. Additional support

- Is there any extra help available?
 - a. There isn't additional funding support but there is plenty of training support. The project runs weekly Training Module Surgeries (typically every Wednesday at 2pm GMT/ 3pm CET) which act as a forum in which to connect with others developing training modules, ask questions, and learn about key design elements (e.g. how to use aspects of Moodle).

6. Module design

- Can I develop a training module in (local) language XY instead of English?
 - a. Yes, you can develop a training module in (local) language XY instead of translating the information into English if (local) language XY is the more appropriate one to have the training in, e.g. if the intended audience of the training module is the one speaking (local) language XY. Remember that the call application must be submitted in English.
- Can I develop a training module about a topic that is locally-specific e.g. about citizen science and policy in one small region of France?
 - a. Yes, we welcome training modules on topics that range from very locally-specific through to EU-wide. As mentioned in the question above, if the module is locally-specific then it's absolutely fine to create that module in the locally-relevant language. However, if you choose to create a locally-specific module in another language this suggests that you think your topic is of interest to a broader audience. Therefore the module content, although about a locally-specific situation, should be clearly structured in a way that describes why and how that local situation is of broader interest/ relevance.
- If the training module I am developing is in English, can I include a video in another language with subtitles?
 - a. Yes, if you already have a video in another language that is not English you can add English subtitles to the video. Videos included in the training modules should not be too long. Therefore, a subtitled 2-5 minute video should not be a problem.