EU-Citizen.Science Call

GUIDE FOR APPLICANTS

Call opens: 26th February 2021, 17:00 CET

Call closes: 30th April 2021, 17:00 CET

Deadlines will be strictly adhered to. Any submission past the deadline will not be considered.

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1. INTRODUCTION

The purpose of this guide is to support applicants of the EU-Citizen.Science Call. All relevant information to apply to the call is contained in this guide, intended to be the main source of information regarding the call. In case of conflicting information being provided by other sources, the content of this guide should be deemed authoritative.

In case you have any questions after reading this document, you can contact Nadia Dewhurst-Richman at eucitsci.cg@gmail.com.

We have used the documents produced by the ACTION project for their open call as a basis to develop this guide for applicants including both its annexes and thank the ACTION project for sharing these useful documents with us. ACTION has received funding from the European Union's Horizon 2020 Framework Programme for Research and Innovation under grant agreement No. 824603.

2. THE EU-CITIZEN.SCIENCE PROJECT

EU-Citizen.Science is an online platform for sharing knowledge, tools, training and resources for citizen science – by the community, for the community. The vision for the platform is to serve as a Knowledge Hub, in aid of the mainstreaming of citizen science, and build on the growing impact of citizens participating in research across the full range of scientific enquiry. We accomplish this by supporting the sharing of knowledge, know-how, and experience between anyone doing or wanting to do citizen science.

On the EU-Citizen.Science platform, you can find:

- Resources that are useful for citizen science practitioners;
- Projects that are engaging the public in research via citizen science activities;
- Training resources and materials related to citizen science as a practice;
- Organisations that are involved in citizen science projects and research;
- an Events calendar and Blog, and
- Community Forums for questions, conversations, and collaboration with the rest of the community.

Since the release of the last version of the platform on 20th January 2021, the platform includes a **dedicated part for training**, with self-directed, 1 or 2 hours units that a learner can study at her own pace and receive a badge and a certificate upon completion. The trainings are intended for the following target groups: the public (newcomers and citizen scientists), practitioners (coordinators), academia (career scientists, primary and secondary school teachers), policy makers (and civil servants), press (journalists and media experts), and SMEs and industry (and new entrepreneurs).

The EU-Citizen.Science project has been funded by the European Commission Horizon 2020 Framework Programme for Research and Innovation in the Science with and for Society programme of work (also known as SwafS) under grant agreement No. 824580.

The EU-Citizen.Science consortium consists of 14 partners and 9 third parties from across 14 European member states, as well as other project supporters ([here you can find more detailed information](#)). We represent a variety of stakeholders that are active in citizen science, including universities, non-governmental organisations, local authorities, community service organisations and museums.

3. SCOPE OF THE CALL

As stated above, the platform includes a dedicated part for training, with self-directed, 1 or 2 hours units (called training modules or courses) that a learner can study at her own pace and receive a badge and a certificate upon completion.

The system is based on the education content management system Moodle, and we are estimating the effort of designing and developing a training unit at about 7-10 working days.

The call will award 10 projects a maximum of 1.500 € each per module. Only one grant can be awarded per individual/organisation. Therefore, we ask each individual/organisation to submit **a maximum of one application**.

The call is for the **development, implementation and testing of a training module** covering any of the following citizen science (CS) themes and topics (although other proposals will be considered by the project's team):

Theme	Topics
Co-creation	Collaborative design, creation and development in CS.
Communication	Tools and approaches for communication in CS; communication strategies to reach different stakeholders and target audiences, tools (for how) to set up a communication campaign; different forms of communication (e.g., storytelling, visualisations, videos, text, images, diagrams, etc.).
Data quality and standards	Data quality issues in CS; insights, methods and tools on how to address data quality and data standards (e.g. how to work with and implement existing data standards, how to create new standards) in CS. This can include training for scientists and practitioners on how to create projects with high quality data, and tools, methods, stats and data techniques for quality assurance.
Empowerment	Methods or tools to specifically enable certain audiences and groups to take part in CS, that would otherwise be excluded and where CS provides a means for these groups to be heard and their needs and problems to be recognised; modules that address the value added impact of CS and CS data to an existing cause or activity; modules that specifically address how to kick-start CS projects from scratch in challenging contexts or environments (e.g. when faced with regulatory or social restrictions).

Engagement	Modules that cover approaches or tools on how to engage diverse audiences in CS.
Evaluation of CS	Modules that provide insight, tools and/or methods to evaluate CS projects; i.e. that help define and monitor targets, indicators and different success metrics.
Impact	Modules that provide insight, tools and/or methods to understand, document and communicate impact in CS e.g. how to define and trace impact, how to define impact indicators, and how to measure and document them, how to communicate them, how to make impact assessment comprehensible and transparent.
Link with formal education	Modules that address the link between CS and formal education, e.g. tools and resources for integrating CS into school or university curricula, lesson plans for CS projects in schools and higher education, CS toolkits for schools and instructions on how to do CS in class, best practices and experiences on doing CS in schools and universities etc. This can also include tools for doing CS that work well in the classroom.
Project management	Modules that cover insights, methods and/or tools for project management of CS projects, focusing on the practice of coordinating and leading the work of a team to achieve goals and meet success criteria at a specified time e.g. budget and staff planning and monitoring, team coordination and team communication, collaborative work and conflict resolution, time planning and progress monitoring of tasks, planning, launching and implementation of different project stages etc.
Project sustainability	Modules that provide insight, tools and/or approaches to design projects that require longer engagement of several months or years, or how to ensure uptake and exploitation of results, or how to facilitate transition to new projects.
Regulations and ethics	Modules that offer insights, methods and tools to understand, address and integrate regulations and ethics in CS (e.g., GDPR compliance, ethical research, open science etc.). Tools and techniques such as informed consent.
Research design and methods	Modules that address the specificities of research design and research methods in CS.
Transferability	Resources that provide insight, reflections, tools and/or approaches to applying CS methodologies/tools developed and tested in one domain or scientific field to be used in another; or to implementing CS in new fields entirely, where the application of CS is new and unprecedented.

However, we would be keen to hear from individuals/organisations who have ideas for modules on the following priority topics as identified by a survey we ran in late 2019 with the wider citizen science community within the framework of the EU-Citizen.Science project:

- **Why trust citizen science data?** A module aimed at policy makers and civil servants in the field of environmental management that explains aspects of data quality in citizen science.
- **Achieving policy impact with Citizen Science** – A module aimed at policy makers, civil servants, and practitioners. The focus is on the role of Citizen Science within policy processes and how to reach decision makers and design projects in a way that can have policy impact.

Module designers are expected to:

- develop the module content using the guidelines of the EU-Citizen.Science platform;
- create a template for the module on the EU-Citizen.Science platform using Moodle, and upload all the content;
- undertake user-testing of the module and implement changes where necessary with at least five members of the intended audience.

All guidance, templates etc. to help with the design of module content and uploading it to Moodle will be provided upon successful award of the grant. The preliminary module development guidelines document and content template are available at the dedicated EU-Citizen.Science Call webpage on the EU-Citizen.Science platform.

4. WHO IS THE FUNDING FOR

- The funding is for individuals/organisations that are not part of the EU-Citizen.Science consortium. Note that this applies to individuals and groups who work in another unit or department of a consortium member.
- The call is open to all organisations/individuals from:
  - o **Member States** of the European Union, including their overseas departments and outermost regions.
  - o **Associated Countries** – The following countries have stated their intention to become associated to Horizon 2020 by the time the first grant agreements are being signed. These are Albania, Bosnia and Herzegovina, Faroe Islands, North Macedonia, Iceland, Israel, Moldova, Montenegro, Norway, Serbia, Switzerland, Turkey and Ukraine. Check the List of H2020 Associated Countries.
  - o **Third Countries** – See the 'Annex A - List of countries, and applicable rules for funding' for the list of third countries that are eligible for funding. In Horizon 2020 there are more opportunities for cooperation with and participation by researchers from non-EU countries.
  - o **International European interest organisations** are also eligible to receive funding
- We are particularly keen to receive proposals from organisations that are operating at the local level and do not have the means to apply for big EU funds, and especially from Widening Participation and Spreading Excellence countries.

5. WHAT IS THE FUNDING FOR

The funding can be spent on salaries, equipment, consumables, travel, subcontracting to other entities, and indirect expenditure (calculated as 25% of the total direct costs), in accordance with Horizon 2020 guidelines.

In your application, you will be asked to describe your effort and resources you plan to mobilise for the grant amount of 1.500 €. You may propose any cost items deemed eligible and relevant for the delivery of your training module.

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.

6. TIMELINE

Proposal selection and timeline for project delivery:

- The call for proposals will close on Friday 30th of April 2021 at 17:00 (CET).
- Candidates will be notified if they have been shortlisted by the 12th of May 2021.
- In case that is necessary, clarification questions will be sent between the 13th and 17th of May 2021.
- A decision will be made no later than 24th May.
- Completed modules (i.e. uploaded to Moodle and user-tested) are due for submission by the end of July 2021.

There will be two 'Information for applicants' sessions on the 10th and 15th of March 2021 from 11am - 12pm (CET) starting with a short introduction to the EU-Citizen.Science project and training module design followed by a Q&A session. You can register for one of these sessions via this Google form. A recording of one of the sessions will be made available to applicants unable to attend any of the sessions in the dedicated page on the EU-Citizen.Science platform.

7. REQUIREMENTS

Requirements of a training module:

- Each module should take 1-2 hours to complete.
- Modules are self-learned, without instructors, and assessment will be by a quiz. The modules must therefore contain well-thought-out tasks and links to resources to assist the learner in finding any information they need.
- Each module should contain 5-8 sections, which must include the standard "Welcome and introduction", "Conclusion and self-assessment", "Further information and learning" and "Sources and acknowledgements".
- Each section of the module must end with a short activity or quiz to test student understanding of the section content. This is formative assessment, which allows the student to assess their progression and their understanding of key concepts.
- The end-of-course quiz (which will come under the "Conclusion and self-assessment section") should contain 10 questions; if a learner gets 50%, they will be able to get a badge created by

ECSA to indicate that they have passed the course. This is a summative assessment that evaluates the learner's understanding of the whole unit.

- Content should be taken from a wide range of sources – it will be worth it to do a "literature search" of your own when planning course content.
- Accessibility is vital – images should have text descriptions available, slides should be made available as downloadable PDFs, etc.
- A variety of materials should be used, such as video, images, text, diagrams, graphs, etc.
- Modules can be prepared in any European language, but the application needs to be in English.

8. LEGAL ASPECTS

Modules will be uploaded to the EU-Citizen.Science platform and made available under Creative Commons Attribution 4.0 International (CC-BY) so all material must be available under these distribution rights. This includes images, videos, and any other material.

- It is acceptable to use existing content that has been created for other training purposes; however, all rights to that material must have been sought from the original authors and/or publisher in writing.
- The content will be copyright to the producer and shared under CC-BY licence, although we do encourage public domain licencing too.
- The course developer will be liable for breaching copyright in the material that is used in the course.

9. ORGANISATION OF THE EU-CITIZEN.SCIENCE CALL

This will be the only call to award the 10 grants of 1.500 € each for the development, implementation and testing of a training module within the EU-Citizen.Science project that will be paid upon completion of the training module. The grants are being administered by University College London (UCL), coordination of the call is being carried out by the Museum für Naturkunde Berlin (MfN) and the call has been prepared by UCL, MfN and the European Citizen Science Association (ECSA) – all partners of the EU-Citizen.Science project.

10. SELECTION CRITERIA

Step 1 – Eligibility checks

EU-Citizen.Science will check if eligibility criteria are met. Proposals considered not eligible will not proceed to Step 2. The criteria are listed under "Who is the funding for" in this guide.

Step 2 – Reviews and shortlist

Eligible proposals will be evaluated against the following criteria by the Review Committee:

- Idea/topic of the training module (referring to the topics and themes listed in "Scope of the call") (20%)
  The relevance of the topic to the call, the implementation of the idea, and the content of the different sections in the training module will be taken into account.

- Quality of the training module (20%)
  Review will be based on the quality of the planned content of the module and on the steps to be taken to ensure the sustainability of the module content.

- Testing and Quality Assurance procedure (20%)
  How will you undertake user-testing of the module and implement changes where necessary?

- Dissemination of the module and community engagement (10%)
  How will you engage with a wider community to get their input to the content development?

- Use of the grant budget (10%)
  Are the requested resources relevant and suitable for the proposal?

- Team developing the training module (20%)
  Relevant skills and experience of the members of your team for the development of the content of the module you're proposing will be assessed.

The Review Committee will be composed of people internal to the Consortium from UCL, MfN, and ECSA. Candidates will be notified if they have been shortlisted by the 12th of May 2021. Applicants who were not shortlisted will be informed at this stage as well.

Step 3 – Clarification questions (if necessary)

In case that is necessary, clarification questions will be sent between the 13th and 17th of May 2021. The Review Committee has the right to ask questions to applicants on their submission and receive an answer in 24/48 hours if needed.

Step 4 – Decision of successful applications

A decision of successful applications will be made no later than 24th May.
Without delay, the EU-Citizen.Science project will publish the outcome of the call, including a description of the third party action, the date of the award, duration, and the legal name and country on the dedicated project website and the on the Horizon 2020 Programme page of the Funding & Tenders Portal.

Step 5 – Administrative arrangements

At this point, successful applicants will get a contract from UCL before starting the development of the training module. The payment of the grant shall be effected upon completion of the training module.

Step 6 - Development of the training modules

Complete modules (i.e. uploaded to Moodle and user-tested) are due for submission by the end of July 2021.

11. WHAT YOU NEED TO PREPARE / HOW TO APPLY

Applications have to be submitted by email to eucitsci.cg@gmail.com no later than **30th April 2021** 17:00 CET, in English and consist of:

1) the completed Application Form (see Annex I below) presenting your idea for a training module including administrative information and a description of how the 1.500 € grant will be spent,

2) a Declaration of Honour (see Annex II below), and

3) a CV.

NOTE: The Guidelines for preparing the Application Form and the Declaration of Honour can be found below in Annex I and Annex II respectively. Please read them carefully.

You can download the Application Form (here) and the Declaration of Honour (here) as templates to fill in.

ANNEX I - APPLICATION FORM

GUIDELINES FOR PREPARING THE APPLICATION FORM

- *The **template cannot be changed**. When submitting, download a copy of the template version of the Application Form ready to fill in and start answering the questions. These guidelines are **not included in the template version.***
- *Modules can be prepared in any European language, but the **application needs to be in English**.*
- ***All** questions **must** be answered. Leave the questions in - do not delete the left column.*
- *Annexes are **not** allowed.*
- *Links to external documents that answer a question are **not** allowed. Links to your website or to previous work you have carried out are permitted.*
- *Visual elements such as **charts, mockups** and **screenshots** are allowed, but they must remain readable.*
- *The budget **must be for the training module** and amount to **a maximum of 1.500 €.***
- *Applications must be submitted via email in **a single pdf**. Remember that applications consist of the Application Form, the Declaration of Honour, and CV.*

To remain fair to all applicants, proposals not respecting any of the above rules may be declared non-eligible and discarded without further review.

APPLICATION FORM	
Applicant name:	_____
Applicant organisation (if applicable):	_____
Applicant address (including country):	_____
Applicant website (if available):	_____
Email address:	_____
Phone number (including country code):	_____

Module name [*This field will be copied into the COURSE NAME field in Moodle*]. (e.g. Introduction to citizen science for journalists)	
Intended audience [*It is important to be very clear about who the audience is before you start designing your module content. Once you know who the audience is, engage with them early on in the design process to make sure the content, language, structure is appropriate*] (e.g. journalists - especially in the fields of science, technology, environment, and health that want to learn the basics of citizen science for the purpose of dealing with an assignment.)	
Module summary *A brief summary that describes the module content and the learning objectives.*	

Title and short description of each section in the module	
This information will help you understand broadly the content you want to include	

Title and short description of each section in the module

This information will help you understand broadly the content you want to include

(e.g. **Welcome and introduction to the course** - introduction to the course from the course tutor. Overview of the content and the learning outcomes. Teaser and a sample story of citizen science achievements

Section 1: c*itizen science in five stories:* a description of historical examples of activities that will be called citizen science, and an overview of the type of activities that people engage in citizen science.

Section 2: *terminology:* to assist the process of learning about citizen science, we introduce common terms that are being used to describe citizen science, and some of the issues with these terms (e.g. the term "citizen" in the US)

Section 3: *challenges and opportunities in citizen science:* issues that are commonly discussed with citizen science - data quality, engagement with volunteers, motivations, opportunities that citizen science offer in terms of engagement, science literacy, awareness to issues, skills

Section 4: *social and political impacts*: an overview of the impacts that participation in citizen science can lead - awareness and science literacy to impacts on policy and information that contribute to climate change studies.

Section 5: *citizen science in the news*: introduction to some of the existing use of citizen science in journalism and the

type of stories that can be told about citizen science activities. Organisations and individuals that can be contacted for commentary on citizen science

Conclusion and self-assessment - summary of the course and end-of-course quiz

Further information - other sources of information and further learning on citizen science

Sources and acknowledgements - a list of sources that are used in the course.

Module language:	_____
APPROX. COURSE LENGTH: (e.g. 1.5 hours)	_____
What relevant skills and experience do you and/or the members of your team have that is/are relevant to the content of the module you're proposing?	_____
What expertise do you think you're missing, and do you see a way that the EU-Citizen.Science project might be able to help?	_____
How will you engage with a wider community to get their input to the content development?	_____
What steps will you take to ensure the sustainability of the module content?	_____
How will you undertake user-testing of the module and implement changes where necessary?	_____

HOW WILL YOU USE THE 1.500 €

	Cost	Overhead (25%)	Total in euro
Personnel			
Travel			
Equipment			
Other goods and services			
Subcontracting		XXXXXXXXXXXXXXX	
		Grand total in euro	

Explain the main cost items briefly.

ANNEX II - DECLARATION OF HONOUR

GUIDELINES FOR PREPARING THE DECLARATION OF HONOUR

- *The signatory must be the legal representative of the applicant organisation. For consortia, this need only be the leading organisation.*
- *The signature cannot be typed. Digital signature (e.g. using pdf readers features) is allowed.*
- *The date must be between the opening and the closing of the EU-Citizen.Science Call.*
- *The **content** of this Declaration **cannot be changed**.*
- *These guidelines are **not included in the template version of the Declaration of Honour available for download** and ready to fill in that needs to be submitted as a pdf document **as part of the application**.*

DECLARATION OF HONOUR

1. I declare that:
   a. the organisation that I represent is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
   b. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
   c. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
   d. the organisation that I represent is in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
   e. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
   f. the organisation that I represent is not subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

2. I declare that I:
    a. am not subject to a conflict of interest;
    b. have not made false declarations in supplying the information required by the contracting authority as a condition of participation in the EU-Citizen.Science Call or do not fail to supply this information;
    c. am not in one of the situations of exclusion, referred to in the above mentioned points 1a) to 1f).

3. I certify that I:
    a. am committed to participate in the above mentioned call;
    b. have stable and sufficient sources of funding to maintain activity throughout participation in the above mentioned call and to provide any counterpart funding necessary;
    c. have or will have the necessary resources as and when needed to carry out involvement in the above mentioned call.

4. I declare that I and other representatives of my organisation will:
    a. ensure the quality, integrity and accuracy of research activities and outputs within the scope of the project;
    b. ensure informed consent of any and all volunteers taking part in the project, both data subjects (such as in the case of surveys) and project participants (such as citizen scientists)
    c. take all steps to protect and ensure the confidentiality of all project participants;
    d. take all necessary steps to protect vulnerable groups who may participate within the project (particularly minors and those with a reduced capacity for consent);
    e. actively seek to encourage participation from underrepresented minority groups;
    f. comply with any and all legal requirements, both within the country or countries in which the project shall operate and at the European level, in particular the European Union General Data Protection Regulation 2016/679;
    g. take all reasonable steps to ensure project outputs are made openly available and accessible to the widest possible audience.

I declare that, to the best of my knowledge and belief, I am eligible to apply for the EU-Citizen.Science Call and all the information I provided in the form is true.

Name	
Signature	
Date	