

APPENDIX D: Science meetings: Guidelines for proposers and awarded organisers

The Steering Committee (SC) of the RNP will consider proposals for workshops (10-50 participants), conferences (>50) and schools (30-150 participants) on topics within the scope of the RNP and with a European or international dimension.

Eligibility criteria for application

Applicants

Applicants should be established scientists / researchers based in a country in which the ESF has a Member Organisation (MO) or from any other country in which a contributing organisation is based.

Location

Meetings should normally take place in countries that financially support the RNP (cf. information provided on relevant RNP web page). Exceptional cases must be justified and approved by ESF.

Participants

Priority should be given to participants from countries which financially support the RNP, followed by participants from other, non contributing, ESF MO countries. The involvement of young scientists is strongly encouraged. Organisers are asked to ensure balanced geographical and gender representation amongst the participants.

The participation of researchers from industry and the private sector in ESF meetings is welcome, and is subject to the basic principles set out in **Appendix E**.

Assessment procedure

Applications will be assessed on the basis of their scientific quality and relevance to the RNP by the RNP's Steering Committee (SC) or a sub-group of the Committee set up for that purpose.

Submission procedure and contents of proposal

The SC may decide to have a call for proposals with a specific deadline, or operate on a continuous submission basis.

Applications should be submitted online **at least three months** before the planned starting date of the event. The form can be accessed from the relevant RNP webpage. Applications should include the information listed below but additional information related to selection criteria may also be requested. Applicants should check the relevant RNP website.

1. Scientific Summary (max. 1000 words) and Abstract (max. 50-70 words);
2. Meeting Programme;
3. Curriculum Vitae of Scientific Organiser including list of five most relevant publications during the last five years;
4. Provisional list of proposed speakers/participants;
5. *Additionally, to be submitted directly in the online form:* Estimated budget indicating the breakdown for travel, accommodation, meals and any other expenses.

Applicants will be informed of the outcome of the assessment by ESF via email.

What the funds should be used for

Amount awarded

The amount of funding awarded for a meeting will be decided by the RNP SC on the basis of the proposal submitted and the RNP funds available for that purpose.

Expenses to be covered by RNP funding

ESF funding should be principally used to cover the travel and accommodation costs of speakers and participants. Costs for hiring meeting facilities should be kept to a minimum. Where possible, organisers should try to negotiate the use of meeting facilities within their universities / institutes either as an in-kind contribution or for a minimum fee.

Expenses covered to a limited extent

ESF funding should not be used to support more than 10% of speakers from non-ESF member countries (calculated on the basis of the total number of attendees funded by ESF). The number of participants from non-ESF member countries can be increased provided they are funded from a source other than ESF. Special cases must be justified and agreed upon by ESF.

Local administrative costs (where applicable) should not exceed 10% of the ESF funding for the meeting. Such costs include administrative and technical assistance, printing, photocopying, telephone, fax, email etc. Additional support (consumables) for schools may be considered.

Expenses not covered by the RNP funding

Honoraria are normally not paid by ESF and the organisers of ESF meetings and speakers will not be remunerated.

ESF funding should not be used for social events such as excursions, concerts etc. which do not have any direct scientific link to the RNP's objectives.

Non-profit making event

Scientific meetings organised by ESF are expected to be non-profit making. Participants at ESF meetings should not be required to pay registration fees.

Co-sponsoring

ESF funding may be used to fully or partially fund a meeting. Organisers of ESF meetings are encouraged to apply for additional funding, e.g. from national research organisations, universities, private companies etc. It is the responsibility of the Chair or organiser of the activity and his / her institution to ensure that ESF approval is obtained prior to making any contractual commitments and that sponsors from the private sector comply with ESF policy conditions as outlined in **Appendix E**.

Administrative procedure and conditions of award

The organiser must confirm acceptance of the award and adherence to the present *Guidelines* to ESF using the online form at the web address indicated in the email notification of award.

Upon receipt of a signed hard copy of the acceptance form, the ESF will make an advance payment of 80% of the allocated grant, normally two months before the meeting, for direct coverage of all local costs and direct travel refund to participants.

The final payment will be made upon satisfactory and timely completion of the reporting requirements described further on and validation of the reports by the SC and ESF.

Penalties apply in case of delay in reporting. Any unspent balance must be returned to the ESF.

Implementation of the awarded meeting

Meeting organisation

The organiser is responsible for all meeting arrangements, including preliminary contacts with all prospective participants. An attendance and accommodation form may be circulated for participants to return directly to the organiser who will then supervise the designated hotel reservations and practical arrangements.

The organiser should notify participants well in advance of the meeting of the exact details concerning reimbursement for meeting expenses, e.g. full payment for each participant, payment for speakers only, payment of costs up to a certain limit. Cases where participants from non-contributing countries are supported by the RNP to participate should be clearly indicated. When making payments, the organisers must follow ESF's financial rules for the reimbursement of expenses (cf. **Appendix J**).

ESF visibility

To heighten awareness of the ESF supporting an event, the organiser should clearly identify the meeting as an ESF-funded or co-funded activity, e.g. in announcements, RNP abstracts, etc. Organisations contributing to the activity should also be credited in relevant publications. The ESF remit and ESF logos are available at the following link (<http://www.esf.org/index.php?id=2429>).

Reporting requirements after the meeting

A final report must be submitted online by the organiser within two months of the event (the link is provided in the email notifying the organiser of the transfer of the advance payment). The final report includes the following three elements:

1. Scientific report

Organisers are required to upload a **scientific report** in .pdf or .doc format which will represent the basis for the evaluation of the activity. The report should not exceed seven A4 pages and contain the following items:

- summary (up to one page);
- description of the scientific content of and discussions at the event (up to four pages);
- assessment of the results and impact of the event on the future directions of the field (up to two pages);
- Annexes: programme of the meeting and full list of speakers and participants.

2. Financial report

When a departmental or other locally audited account is provided by the organiser (e.g. university or institute), it is sufficient to fill in the ESF financial statement form online (listing total expenditure for travel, accommodation, meals and local administrative costs where applicable.) and forward a hard copy of the **ESF final payment form** (automatically generated once the report has been submitted) signed by the local organiser and the relevant organisation's finance officer to the ESF. In this case, original bills are not required, but must be kept by the organisation in case of auditing.

When in very exceptional circumstances the payment from ESF is made into an account not operated by an official organisation, the account holder must provide a detailed financial statement with original justification of all expenditure (travel tickets, bills, receipts, etc.).

3. List of participants

A list of all meeting participants must be entered online. The list should include for each participant: title, full name, gender and affiliation, comprising full professional address and email address.

Note: 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 will be entered into the ESF database (participants will also receive an automatic notification from ESF). Further information on the ways in which such information will be used by ESF can be found at <http://www.esf.org/data>.

Evaluation and validation

The scientific report will be evaluated by the RNP SC, normally by the sub-group delegated to recommend the awards. Unless other arrangements have been made, the contents of the report will be considered as being in the public domain and will be published on the RNP web pages and/or may be used, suitably acknowledged, in the compilation of reports submitted by the RNP to ESF.

The financial report will be validated by ESF. The reporting will be considered incomplete if the full list of participants has not been submitted online.

Penalties

If the reports are not received within the two-month deadline, the ESF reserves the right to retain the outstanding funds from the award. In the case of unreasonable delay (6 months or more), the advance will also have to be returned to ESF upon notification by formal letter with copy to the relevant authorities within the organiser's institution.

Notification to the organiser prior to each step will occur via email as follows:

- 2 months after the meeting: 1st reminder, outlining penalties to ensue in case of further delay;
- 4 months after the meeting: 2nd reminder; balance on the award forfeited;
- 6 months after the meeting: final notification; 80% advance on the award reclaimed and notification of ensuing formal letter with copy to organiser's institution

In addition, the failure to comply with the reporting requirements will be recorded in the ESF database and this fact brought to the attention of ESF recommending panels should the organiser submit any further proposals for funding under an ESF instrument.

APPENDIX E: *Participation of the private sector in RNP science activities*

In promoting research within Europe, the ESF wishes to bring together the expertise which is available within all sectors of the research community. Although ESF activities tend to operate in the more 'academic' part of the research spectrum, there may nevertheless be a strong interest from non-public sectors, and their participation in ESF actions is encouraged. Such participation can be an important and desirable element for the mutual benefit of the parties involved.

Participation of researchers from the private sector

The basic principles for the participation of researchers from industry and other parts of the private sector are set out below:

- All scientific actions within ESF take place 'openly', i.e. there shall be ***no confidential information***. Intellectual Property Rights or copyright are the property of all participants contributing financially or intellectually to the activity;
- ESF does not favour any one private sector participant over another and so ESF activities are open to all researchers who have the expertise to be involved;
- Industrial and other private sector participants are responsible for their own costs related to travel, subsistence and accommodation.

Private sector sponsorship

The financial involvement of the private sector in ESF activities is welcomed, subject to certain conditions. In particular:

- Sponsorship of ESF supported science activities and sponsorship of websites of these activities is conditional on the sponsors assuring ESF, in writing, that they comply with, or are willing to comply with, ESF policy guidelines relevant to the sponsor's field of activity, particularly in relation to good research practice and ethical matters. Further information on ESF policy guidelines can be obtained from the ESF office or at <http://www.esf.org/activities/science-policy/science-policy-and-the-standing-committeesexpert-boards.html>);
- Sponsorship arrangements cannot be of an exclusive nature.

APPENDIX J: ESF rules for the reimbursement of travel expenses

Participants in ESF meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on non-ESF business either before or after the meeting, organisers should only cover expenses incurred by attendance of the ESF event, unless extension of stay is justified by a significant reduction in overall cost (resulting e.g. from reduced air fares).

Travel costs

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 should also be provided to the organiser.

Train tickets and train supplements may be first class.

Taxis should only be taken when convenient public transport is not available.

Costs of health, life and luggage insurance are not reimbursed under ESF rules. Cancellation insurance will only be reimbursed for PEX/APEX tickets.

Use of private car (including road tolls and fuel) should 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 miles/kilometres covered should be indicated. When two or more participants travel together by car, travel costs should be reimbursed to only one person.

Accommodation

Reimbursement of actual expenses for room and breakfast should be made only on production of hotel bills and should not include meals or incidental expenses, such as supplement for an accompanying person, laundry, bar bills, private telephone calls, etc. which are at the participant's own cost.

Meals

Lunch and dinner expenses can be reimbursed at a fixed rate of 21 € maximum, only when meals are not provided by the organiser, or by a host organisation, or by an airline.