# Rules and guidelines

*We ask applicants to use the template below. The following rules must be respected:*

1. *The template* ***cannot*** *be changed. When submitting, download a copy of this template, remove this cover page, and start answering the questions.*
2. ***Do not change*** *the page layout, margins, size of the cells in the tables etc.*
3. *The proposal must have a* ***maximum length of 4 pages****.*
4. ***All*** *questions* ***must*** *be answered. Leave the questions in - do not delete or resize the questions in the table.*
5. *Use a font size of* ***at least******11pt*** *and* ***single spacing****.*
6. *Annexes are* ***not*** *allowed.*
7. *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. External content will not be considered during reviews.*
8. *The budget* ***must be for the 6-month accelerator period*** *and amount to* ***€20,000*** *(for kickstarting grants) or* ***€10,000*** *(for sustaining grants). Please refer to the guidance provided to decide which type of grant you are eligible for.*
9. *Visual elements such as* ***charts, mockups*** *and* ***screenshots*** *are allowed, but they must remain readable.*
10. *The proposal must be uploaded on the* ***online submission platform*** *as PDF.*

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

*Some additional advice you might find useful:*

1. *Read the guide for applicants and the FAQ before you start.*
2. *Be brief and to the point. This proposal is meant to convince us you deserve to be shortlisted. You can give us more details during the interview if we select you.*
3. *Use specific examples whenever possible. Use bullet points, graphs, and tables to bring your point across.*
4. *Be bold, but realistic. We want to fund things that matter and that will be delivered.*
5. *All four sections are equally important. Spend time considering all of them, and do not repeat your responses.*

Proposal Title

# Summary

|  |
| --- |
| ***Provide a brief overview of your proposed project*** |
|  |

# 1. Idea

|  |
| --- |
| ***Describe the core idea of your application in one sentence.*** |
|  |
| ***How will your project contribute to current societal challenges?* *How does it relate to the IMPETUS challenge?*** |
|  |
| ***How is your project different from others? What is new or different about it?*** |
|  |
| ***Which territories will your project cover?***  *Be specific: note countries, regions, cities etc. as relevant* |
|  |
| ***Who are the key stakeholders?***  ***Who will be (positively or negatively) impacted by the project and how?*** |
|  |

# 2. Implementation

|  |  |  |  |
| --- | --- | --- | --- |
| ***How will you engage your existing and/or new citizen scientists? What will they be asked to do, what data will they collect or produce? How many citizen scientists do you (plan to) engage?*** | | | |
|  | | | |
| ***Beyond the activities described above, what activities will your team participate in?***  *E.g. public dissemination, research publications, meetings with stakeholders, etc.* | | | |
|  | | | |
| ***How do you intend to attract and maintain engagement from citizen scientists and other stakeholders? Why will people want to contribute?*** | | | |
|  | | | |
| ***Which data or other outputs do you intend to gather or produce? How much of this will be openly available? Have you already published anything? Where?*** | | | |
|  | | | |
| ***Do you rely on personal data? If so, how will you store it? What (if any) other ethical challenges does your project pose?*** | | | |
|  | | | |
| ***How will you use the budget?*** | | | |
| **Budget category** | **Cost over 6 months** | **Overheads (25%)** | **Total in Euro** |
| Personnel |  |  |  |
| Travel |  |  |  |
| Equipment |  |  |  |
| Other goods and services |  |  |  |
| Subcontracting |  | **n/a** |  |
| **Grand total in Euro** | | |  |
| ***Briefly explain the main cost items.*** | | | |
|  | | | |

# 3. Team & Community

|  |
| --- |
| ***Which activities in your proposed project will involve citizen scientists and/or the public?*** |
|  |
| ***Who are the core members of your team? What are their relevant skills and experience?*** |
|  |
| ***What expertise are you missing? How could IMPETUS help?*** |
|  |
| ***How is or will your project team (including citizen scientists) be inclusive and diverse? How will it benefit underrepresented groups in Europe?*** |
|  |

# 4. Impact

|  |
| --- |
| ***What are the end-benefits of your project? What do you want to achieve? How will things be different at the end of the six months? How about in a year, or five, or a decade?*** |
|  |
| ***What positive changes do you expect for your stakeholders by the end of the project? Please mention specific stakeholder groups (such as researchers, citizens, decision-makers, etc.).*** |
|  |
| ***Why is participating in IMPETUS important to you? What problem will it allow you to address that you could not otherwise achieve?*** |
|  |
| ***How will you ensure the sustainability of the work beyond the end of the funding?***  ***Indicate any additional sources of funding/support you may need and how you plan to secure it.*** |
|  |
| ***How will your participation in IMPETUS make your project more sustainable?*** |
|  |