EasyChair user guide

IMPETUS Open Call 2025

Last edited December 19th 2024

This guide is designed to help you submit your application for the IMPETUS Open Accelerator Call 2024. It will explain the submission process on EasyChair *only*.

About EasyChair

The IMPETUS Accelerator call uses the EasyChair platform to manage the submission, review, and notification process for the Accelerator call. EasyChair is a conference management software, used for thousands of events worldwide, and originally designed for the submission and review of academic papers. We build on the previous successful use of EasyChair to run similar calls and events to select candidates for the IMPETUS citizen science accelerator.

You should start your journey on the submission page for IMPETUS: https://easychair.org/conferences/?conf=impetus4cs

1. User registration

The first step is to register for an account on EasyChair. If you already have an EasyChair account, e.g. from conferences you have submitted to using the same system, you may use your existing account and can skip to step 2.
If you do not yet have an account on EasyChair, you will need to register. Please note that this is a registration on the EasyChair platform, which is not owned or run by IMPETUS. If you need to register, select "Create an account" from the following screen:
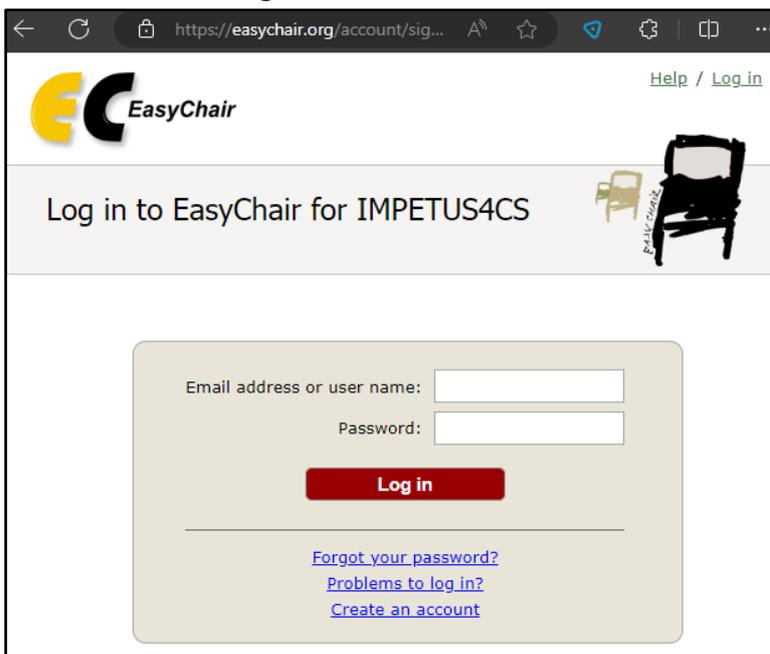
You will first need to confirm that you are a real person:

Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;

2. fill out a simple form with your personal information;

3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to our terms of service.

I'm not a robot

Continue

Next, you will need to enter your personal details (name and email):

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by *.

Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly.

First name[†]: *

Last name: *

Email: *

Retype email address: *

Continue

This will trigger an account confirmation email to be sent to the email address which you inserted into the form. Please find that email and click the confirmation link. The link should then redirect you to the IMPETUS call page; you may have to indicate that you would like to access IMPETUS as an author. From here, you can start your new submission:

2. Submission templates

Before you start the submission form on EasyChair, please make sure that you have all the documents you need to attach. These are:

1) A filled-in application form of no more than four pages.
2) A Declaration of Honour signed by (a representative of) the lead applicant.
3) ONLY if you are applying under the "Citizen Science for and with Communities" challenge: A letter of support from your community.

You can find templates for all three documents on the IMPETUS open call page (https://impetus4cs.eu/opencall/), or in the 'Templates' tab on EasyChair:

Once you have all your documents prepared, you can start on the submission form.

3. Authors

The first part of the application form related to 'authors' of your application, including first name, last name, email, country and organisation, as well as an optional web page if you wish to add it.

You can add as many authors as you like, by using the "Click here to add more authors" link. We recommend that you add at least one author from every organisation or group that is part of your application:

- If you are applying as an individual, your own details will suffice.
- If you are a group of individuals, please add all of them.
- If you are applying as a single organisation, add at last one member of staff.
- If you are applying as a consortium of three organisations, add at least one author from each organisation.

Please ensure the information is accurate as we will use it to contact you about your application, and to prepare your contract if your application is successful! Only authors that have the 'corresponding author' checkbox ticked will receive automated emails from the system.

4. Application details

Following the author information, you will need to answer a series of questions about your application.

First, you need to provide an application title, and at least three key words. The keywords and topic should reflect what your application is about, and will help us to classify your application internally and assign it to the most suitable reviewers, as well as for statistics we share about the call.

Title

The title should be entered as plain text, it should not contain HTML elements.

Title: *

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: *

Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics. **You must select one or more topics.**

- [ ] Accessibility, inclusivity and diversity
- [ ] Climate and weather
- [ ] Food
- [ ] Health and wellbeing
- [ ] Ocean, water and costs
- [ ] Soil
- [ ] Resource Management
- [ ] Disaster Resilience
- [ ] Inclusion

- [ ] Biodiversity
- [ ] Energy
- [ ] Green transition and sustainability
- [ ] Mobility, transport and urban planning
- [ ] Pollution
- [ ] Other
- [ ] Infrastructure & Housing
- [ ] Democracy and Peace
- [ ] Public Trust, Education and Empowerment

This information will be followed by more details about your application. Please follow the guidance provided with each field to fill the form to the best of your knowledge.

Who is applying should correspond to the authors you have entered earlier, e.g. if you entered authors from three organisations, you should select

'consortium of organisations'. This information will help us prepare your contract:

The next set of questions is important for us to understand what you are applying for, and assess whether your application is eligible. Please make sure that the information you enter here matches up with your application form, e.g.:

- If you apply for a 'Sustaining Grant', you can only propose a budget of 10,000€.
- If you apply for a Kickstarting Grant, your project status cannot be "Actively engaging...".
- If you select the 'Citizen Science for and with Communities' challenge, you will need to provide additional documentation (a letter of support, see above) for your application to be eligible.
- If your project is implemented in a non-eligible country, we will not be able to fund it.

Which type of grant are you applying for? * Select whether you want to apply for a kickstarting or sustaining grant. Kickstarting grants are up to 20,000€, and only for new projects; sustaining grants are up to 10,000€ and only for existing projects. Use the guidance on the call website to select which track is suitable for you.

◯ Kickstarting Grant

◯ Sustaining Grant

Which challenge are you applying for? * Select the challenge that most closely corresponds to your topic. Please also note that the Communities challenge requires additional supporting material.

◯ Citizen Science for Circular Communities

◯ Citizen Science for a Fair and Just Society

Which subchallenge are you applying for? * Please select a subchallenge corresponding to the Challenge you selected above.

Food (Sustainable Lifestyles) ⌄

What stage is your project currently in? * Please select the stage that is the closest match.

Not started ⌄

Where will your project be implemented? * Please indicate the country or countries only.

These details will help us understand where your project is coming from, and what support you may need to implement it.

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Is this your first Citizen Science project? * Please indicate if you have implemented (other) citizen science projects in the past.

Yes ▼

What is the gender of the intended project lead? * We will use this information for statistical purposes only.

Woman ▼

What scientific discipline is your project most closely aligned to? * Please indicate the scientific discipline your project fits best into (e.g. Biology, Sociology, Medicine)

[   ]

Which Sustainable Development Goal does your project most closely align with? Please select all that apply.

☐ 1 No Poverty

☐ 2 Zero Hunger

☐ 3 Good Health and Well-being

☐ 4 Quality Education

☐ 5 Gender Equality

☐ 6 Clean Water and Sanitation

☐ 7 Affordable and Clean Energy

☐ 8 Decent Work and Economic Growth

☐ 9 Industry, Innovation and Infrastructure

☐ 10 Reduced Inequality

☐ 11 Sustainable Cities and Communities

☐ 12 Responsible Consumption and Production

☐ 13 Climate Action

☐ 14 Life Below Water

☐ 15 Life on Land

☐ 16 Peace and Justice Strong Institutions

☐ 17 Partnerships to achieve the Goals

The last set of questions will help us assess what type of impact your project is likely to have. If you are applying for a 'Sustaining Grant', you *must* provide a summary of evidence of impact you have already achieved. Please remember that policy impact is especially important to IMPETUS.

What scientific impact is your project likely to have? * Please consider the expected scientific impact of your project, and attribute a value from 1 to 5. Select "not relevant" if you think this impact dimension cannot be applied to your project.
Scientific impact includes scientific production (papers, dataset, etc.), development of new knowledge recourses (training corses, reports, etc.), accessing local knowledge, innovation in education and research, and fostering interdisciplinarity.

1 - no impact ⌄

What social impact is your project likely to have? * Please consider the expected social impact of your project, and attribute a value from 1 to 5. Select "not relevant" if you think this impact dimension cannot be applied to your project.
Social impact includes community building and empowerment, fostering social inclusion, increasing participants' awareness, skills and behavioral changes.

1 - no impact ⌄

What political impact is your project likely to have? * Please consider the expected political impact of your project, and attribute a value from 1 to 5. Select "not relevant" if you think this impact dimension cannot be applied to your project.
Political impact includes the capability of your project to influence policy agenda, innovate policies, foster citizens' participation in decision-making processes and support CS-policy dialogue.

1 - no impact ⌄

What economic impact is your project likely to have? * Please consider the expected economic impact of your project, and attribute a value from 1 to 5. Select "not relevant" if you think this impact dimension cannot be applied to your project.
Economic impact includes employment, innovation, income generation for promoters, participants or local communities, and cost savings your project benefits from compared to the cost that it would have had without the help of volunteers.

1 - no impact ⌄

What environmental impact is your project likely to have? * Please consider the expected environmental impact of your project, and attribute a value from 1 to 5. Select "not relevant" if you think this impact dimension cannot be applied to your project.
Environmental impact includes impact on ecosystems, biodiversity, soil/water quality, and health.

1 - no impact ⌄

What evidence of existing impact do you have? In order to qualify for a ***sustaining grant***, you need to demonstrate what your project has achieved to date. Please provide a brief summary with links as appropriate.

5. Document upload

The last part of the application form is a set of files you need to attach. This is where you need to upload the documents you prepared beforehand (see step 2). Please select the appropriate file from your computer for each of the documents. Note that you **do not** need to submit a signed copy of the contract at this point and are not bound by the terms of the contract. However, since the negotiation period is time limited and given that we will be unable to substantially alter the terms of the contract, applicants who are unable to indicate their agreement with the terms of the contract in principle are unlikely to be able to enter the accelerator. Please also note that you will not be able to submit documents that are longer than the maximum page length (4 pages for the application form, 2 pages for the Declaration of honour and Letter of Support).

Draft Contract. Please indicate that you have read and in principle agree to the draft contract. This does not bind you to the terms of the contract at this stage. However, we will be unable to alter the contract during the negotiation and so applicants who are unable to agree to the terms of the contract will not be able to join the IMPEUTS accelerator.

☐ Please indicate that you have read and in principle would agree to the draft contract.

Application form. * Upload your application form. It must be in PDF format (file extension .pdf).

(4 pages maximum)

[Choose file] No file chosen

Declaration of honour. * Upload your Declaration of honour. It must be in PDF format (file extension .pdf) and signed by an authorised person.

(2 pages maximum)

[Choose file] No file chosen

6.   Submitting your application

Once you have filled on all the details, hit the 'Submit' button at the bottom of the page.

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Submit

You should then be forwarded to a confirmation page like below. The number at the top (216 in the example) is your submission ID, which will be used to refer to your submission going forward. You can use the links in the top right corner to update the application details or files.

IMPETUS4CS Submission 216

Update information
Update authors
Add or update files

**The submission has been saved!**

Submission 216

Title	Test Application IMPETUS
Application form:	▣❶ (Nov 23, 14:24 GMT)
DoH:	▣❷ (Nov 23, 14:24 GMT)
Author keywords	citizen science biodiversity inclusion
Topics	Biodiversity
Submitted	Nov 23, 14:24 GMT
Last update	
Who is applying?	Single organisation
What is your project acronym?	TEST
Which type of grant are you applying for?	Kickstarting Grant
Which challenge are you applying for?	Citizen Science for Sustainable Lifestyles
Which subchallenge are you applying for?	Food (Sustainable Lifestyles)
What stage is your project currently in?	Not started
Where will your project be implemented?	Germany
Is this your first Citizen Science project?	Yes
What is the gender of the intended project lead?	Woman
What scientific discipline is your project most closely aligned to?	Biology
Which Sustainable Development Goal does your project most closely align with?	15 Life on Land
What scientific impact is your project likely to have?	4
What social impact is your project likely to have?	4
What political impact is your project likely to have?	3 - some impact
What economic impact is your project likely to have?	2
What environmental impact is your project likely to have?	5 - significant impact
What evidence of existing impact do you have?	n/a

Authors

first name	last name	email	country	affiliation	Web page	corresponding?
Gefion	Thuermer	gefion.thuermer@kcl.ac.uk	United Kingdom	King's College London	https://www.kcl.ac.uk/people/gefion-thuermer	✓

You should get an email like the below, confirming your submission.
If you do not receive this email shortly after submission, please get in touch with us to confirm whether your application has been received!
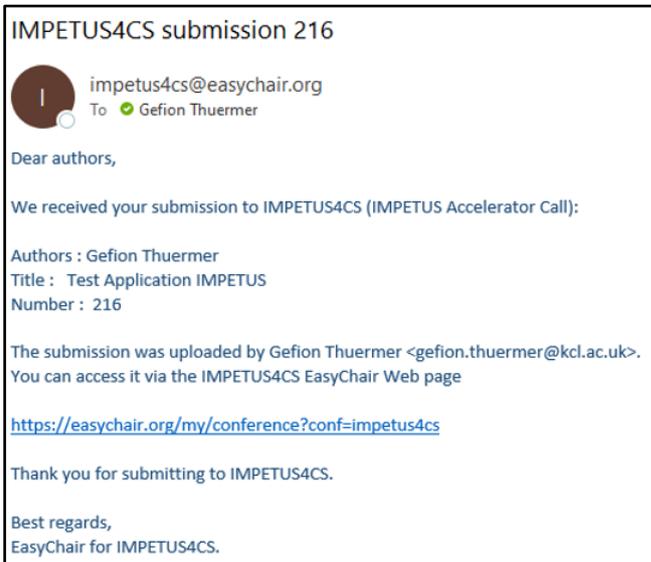
This email also includes a link back to the IMPETUS submission page. If you would like to make any changes to your application, like adding or removing authors, adding an updated application form, or changing any of the details you entered, please *do not* start a new submission, but simply update the details on EasyChair. You can come back to your application at any time up to the submission deadline, by logging into EasyChair through the link in this email. You can also use this link to withdraw your application should you wish to do so.

7. Further information

If you have any questions about your application or the application process, please send us an email to opencall@impetus4cs.eu, visit one of our webinars or use the drop-in sessions advertised on the open call website: https://impetus4cs.eu/opencall/.