# 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 or margins. You can change the size of response cells – the length in the template is indicative of the length of responses we anticipate, but this may look different between proposals.*
3. *You* ***may*** *adjust the title font size if your title is longer than one line.*
4. *The proposal must have a* ***maximum length of 4 pages****. You cannot add annexes.*
5. ***All*** *questions* ***must*** *be answered. Leave the questions in - do not delete (parts of) the question or resize the questions in the table.*
6. *The font size should not be changed from* ***Arial, 11pt****, and* ***single spacing.***
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 7-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

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| ***Provide a brief overview of your proposed project*** |
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| ***What research question do you seek to answer?*** |
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# 1. Idea

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| ***Describe the core idea of your application in one sentence.*** |
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| ***How will your project contribute to current societal challenges?* *How does it relate to the IMPETUS challenge?*** |
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| ***How is your project different from others? What is new or different about it?*** |
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| ***Which geographic region 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?*** |
|  |

# 2. Implementation

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| --- | --- | --- | --- |
| ***What activities do you plan to conduct over the course of the 7-month Accelerator?*** | | | |
|  | | | |
| ***Which data or other outputs do you intend to gather or produce? Which outputs and/or data sets will be made openly available?*** | | | |
|  | | | |
| ***What ethical challenges does your project pose, and how will you address them?***  ***Do you rely on personal data? If so, how will you manage and store it?*** | | | |
|  | | | |
| ***How will you use the budget?*** | | | |
| **Budget category** | **Cost over 7 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

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| ***Who are your citizen scientists? How many of them will you engage, and what will they do?*** |
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| ***How will you attract and maintain engagement from citizen scientists and other stakeholders? Why will people want to contribute?*** |
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| ***Who are the core members of your team? What are their relevant skills and experience? What expertise are you missing?*** |
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| ***How is or will your project team (including citizen scientists) be inclusive and diverse?***  ***How will your project benefit underrepresented groups in Europe?*** |
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# 4. Impact

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| ***What are the end-benefits of your project, and how will you achieve them?***  ***How will things be different at the end of the seven months, 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?***  *Please consider not only the funding, but also the support IMPETUS provides.* |
|  |
| ***How will you ensure the work and outcomes can continue beyond the end of the funding?***  *Indicate any additional sources of funding/support you may need to sustain your project after the end of the IMPETUS funding and how you plan to secure it.* |
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