Guide for applicants

(IMPETUS accelerator call 2025)

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Call opens: 7th January 2025, 12:00 (noon) CET
Call closes: 13th March 2025, 12:00 (noon) CET

Contents

Introduction

This guide is designed to support citizen science initiatives considering a submission to the third IMPETUS Accelerator Call (2025). **It is intended to be the main source of information for the call**. Therefore, in case of factual conflicts with other sources of information (such as the IMPETUS website), **the contents of this guide should be deemed authoritative**.

Should you have any outstanding queries regarding the application process after reading this document, please attend one of our webinars, refer to the FAQ on our website, or contact us at opencall@impetus4cs.eu or on our social media channels.

What is IMPETUS?

IMPETUS is a project funded by the European Commission to support and give recognition to citizen science in Europe.

IMPETUS' goal is to
- enable more diverse citizen science initiatives to access funding;
- bring citizen science closer to society and policy makers;
- acknowledge the role of citizen science in tackling the greatest challenges of our times; and
- enable citizen science initiatives to contribute to Green Deal and UN Sustainable Development Goal commitments.

IMPETUS will do this by directly **funding and supporting citizen science initiatives** selected through open calls; awarding the **European Union Prize for Citizen Science** to outstanding projects; and developing **resources that help citizen science initiatives** become more impactful and sustainable.

IMPETUS is funded by the European Union's Horizon Europe Research and Innovation Programme. It is delivered by Zabala, King's College London, Science for Change, T6 Ecosystems srl, EUSEA, Ars Electronica, and Nesta UK. It started in July 2022 and will run until June 2026.

What is citizen science?

IMPETUS takes an inclusive view on citizen science. We broadly follow the Green Paper on Citizen Science for Europe from January 2014, which defines it as the public participating *"in scientific research activities, when citizens actively contribute to science either with their intellectual effort or surrounding knowledge or with their tools and resources."*

The term covers a range of activities with different levels of participation, from data collection in projects led by trained scientists, to co-designing

research questions and policy, to science literacy and public engagement. To truly be considered citizen science it is important that projects have the intention to contribute to research, to produce new research-based knowledge, and for their activities to be carried out by participating citizens. Citizen participation is inherent to citizen science projects and their goals.

Citizen science engages volunteers in a range of scientific activities. This helps educate and inform citizens in the subject matter and leads to greater public understanding of how science and scientists work. Participation in citizen science can increase trust in science and expert opinions, enhance critical thinking, and ultimately fight misinformation, disinformation and fake news. Scientists can learn from citizen science about what people genuinely care about, the impact their work has or should have in society, and become more participatory, by involving volunteers early on in co-designing the research, collecting, cleaning, and analysing the data, documenting the results, and sharing the recognition.

While inclusive, various types of relevant activities are not citizen science. For example: for us it is important that there is a scientific question and methodology, and that the activities are *carried out by* participating citizens.

Why take part in the IMPETUS Accelerator?

This open accelerator call is for **funding and support for citizen science initiatives**.
Two types of grants are available:

- Projects that are no more than six months into their citizen science journey and are yet to establish a community and/or data collection and processing procedures, can apply for a **Kickstarting grant**, worth 20,000 €. We aim to award up to 35 kickstarting grants in this third call.
- Projects that are more advanced, with established processes, an engaged community, and initial evidence of impact, can apply for a **Sustaining grant**, worth 10,000 €. We expect these grants to be awarded for the continuation, enhancing of impact, and/or further establishment of existing projects. We aim to award up to 11 sustaining grants in this third call.

Grants are awarded as part of our accelerator programme, participation in which is mandatory for winners. All winners will deliver a seven-month citizen science project, for which they will receive support from the IMPETUS team tailored to their individual needs, including:

- A one-week bootcamp: Intensive training at the start of the accelerator on EDI (equity, diversity, inclusion), citizen engagement strategies, policy impact, communication strategies with 4H stakeholders, quality data, ethics and impact assessment;
- Online mentoring during the project execution provided by citizen science experts;
- Specific training covering specific expressed needs on knowledge & skills;
- "Aperitive sessions" to promote peer learning and networking within and between pilot cohorts, creating also bridges with external communities of interest.
- Promotion via news on the IMPETUS website and on social media, as well as presenting opportunities at the IMPETUS conference and other related events.

IMPETUS will work with initiatives to understand their situation and challenges and support them in addressing them. Successful applicants may also feature as case studies in IMPETUS research.

Who is eligible to apply?

To be eligible to apply for IMPETUS, applicants must fulfil several criteria, related to:

1. Topical fit
2. Applicant type
3. Applicant and project location
4. Formal requirements
5. Additional documents
6. Project age and status

For all grant types and challenges

(1) All applicants must address one of the **challenges** outlined in this document, and apply for one of the **grant types**. They must propose a project that fits the IMPETUS definition of citizen science above.

(2) Individuals, legal entities and **consortia** may apply. For consortia, all applicants must be eligible. They must choose a lead who will submit the application and engage with IMPETUS on their behalf. Every entity is allowed to participate in one application, either on its own or as part of a consortium.

(3) EU Member States or third countries in Europe that are associated or negotiating an association agreement with Horizon Europe. A list of all eligible countries is available on our website.

(4) All applications must be submitted by the deadline (13th March 2025, 12:00 CET), with a **valid application form** (See https://impetus4cs.eu/impetus-application-form-2025/).

(5) All applications must be submitted with a **signed Declaration of Honour** (See https://impetus4cs.eu/impetus-declaration-of-honour-2025/).

For specific grant types

(6) Applicants for **Kickstarting grants** can be **no more than six months** into their citizen science journey, and must have yet to establish a community and/or data collection and processing procedures.

Applicants for **Sustaining grants** must have **established processes**, an **engaged community**, and must provide initial **evidence of impact**.

The budget in your proposal must be aligned with the maximum amount of funding for the respective grant type you apply for.

Applicants who have received a Kickstarting grant in a prior call may apply for a Sustaining grant in this call, and vice-versa, though the topic of the application must be aligned with one of the challenges in this call.

Conflicts of interest

IMPETUS has the following conflict of interest policy: **Immediate family, partners, and members of staff of IMPETUS consortium members (including subcontractors), are prohibited to apply. Those with financial ties to IMPETUS should declare their conflict**, which will be assessed on a case-by-case basis. To declare a conflict, or if you have a prior relationship with IMPETUS that you feel may constitute a conflict of interest, please email opencall@impetus4cs.eu for clarification.

What kinds of activities are supported?

IMPETUS will provide funding for a seven-month project, which must be implemented during the IMPETUS acceleration program, scheduled to take place between June 2025 and January 2026.

All applications for either grant have to be clearly related to one of our challenges, and should aim to achieve impact in at least one of these areas: Science, Society, Policy, Economy, and Environment.

Projects in which citizens will produce data to help with scientific inquiries needs to include in their application how data will be managed during and after the project, **including, if relevant, any GDPR and ethical concerns**.

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 Europe guidelines. ([See here for an accessible overview.](#))

In your application, you will be asked to describe your staff and resources you plan to mobilise for this amount. You may propose any cost items deemed eligible and relevant for the delivery of your project. For further details of the types of project activity deemed relevant to this year's call see [Annex 1 – Challenges](#) in this document. Further information about the eligible costs can be found in [Annex 2 - Eligible Costs](#).

The activities you plan to carry out with IMPETUS cannot receive double funding. Synergies with other sources of funding, including other Horizon Europe projects, are encouraged as long as the grants are used for complementary, not overlapping purposes.

What happens with your results?

All results and outcomes of your project will remain your property, including associated objects and IP.

We expect all participants to follow an open science / source approach, sharing results and experiences widely with the community. Applicants will have to be clear in their applications about the data that will be collected or generated through the project. We will give priority to those applications that have a well-articulated plan, as well as proposals that are committed to making their data available for reuse. IMPETUS will provide technical, legal and operational support to successful applicants to do so.

In addition, IMPETUS or the European Commission may ask you to present your work as part of our public relations and networking events, in order to showcase the benefits of the programme.

How is the IMPETUS Accelerator Call organised?

Three calls

IMPETUS will implement three open accelerator calls, one per year, starting in 2023. **This document refers to the third accelerator call only**, run in 2025**.**

Topics

IMPETUS supports citizen science initiatives addressing two challenges in this call. The challenges are:

1. Citizen Science for Circular Communities
2. Citizen Science for a Fair and Just Society

All challenges can be found in [Annex 1 - Challenges](#) of this document.

As noted earlier, our understanding of citizen science is inclusive. We are seeking to fund projects that can make a difference, at local, national or international scale. We are particularly interested in applications that propose novel, less explored participatory roles for citizens and other key stakeholders, and that engage with marginalised, underrepresented or disadvantaged groups.

In our short application form ([downloadable here](#)) you will be asked to clearly articulate the aim and scope of your citizen science initiative, including the overall idea, implementation, team, and expected impact.

Application process

Please note that IMPETUS has parallel open calls for the **IMPETUS Accelerator**, and the **European Union Prize for Citizen Science**. While you may be eligible to apply for both of them, the applications are independent, and you will need to apply for separately on two different platforms. Please also use the guidance provided on the website www.impetus4cs.eu/opencall to identify which call you are eligible for.

Submission for the IMPETUS Accelerator will be [online via the EasyChair platform](#). On this platform, applicants will be asked questions to determine their eligibility to apply for funding, as well as their ability to conduct the project. All information provided must be in English. Only complete applications submitted before the deadline will be considered.

All applications will be assessed for eligibility, in line with the criteria outlined above. All eligible applications will be reviewed by a panel of experts selected by the IMPETUS team. The reviewers will shortlist applications for a remote interview. Successful candidates will have to pass a negotiation phase (May 2025) before officially entering the 7-months Accelerator (16 June 2025-16 January 2025).

How can you apply?

1. The starting point for your application is the IMPETUS website. Go to www.impetus4cs.eu/opencall
2. Read this guide, as well as the FAQ and related tutorials available on that page. Sign up for or watch one of the recorded webinars.
3. Use the eligibility assessment tool on the website to identify which call you can apply for.
4. Create an account on the EasyChair platform and start your application.

5. Make sure to answer all questions and upload all relevant documents in PDF format. These documents are:
   a. A short proposal. A copy is available at https://impetus4cs.eu/impetus-application-form-2025/
   b. A dated and signed declaration of honour. A copy is available at https://impetus4cs.eu/impetus-declaration-of-honour-2025/
   c. Please note, you **do not** need to submit a signed copy of the contract at this stage.
6. Submit before the deadline, at 12:00 CET on the 13th March 2025.

The comments in the proposal form template will help you cover all aspects we will consider when reviewing your application. **It is very important that you follow the guidance provided in the application form.** Do not change the template in any way. Any attempt to do so, no matter how minor, may result in your application being discarded without a review. This includes changes to the font size. The maximum length for applications is four (4) pages.

You can upload multiple versions of the documents and make multiple submissions. We will consider only the last version received before the deadline.

Where can you find support?

IMPETUS will run two webinars, where the open call will be presented and where you will have the opportunity to ask questions. Please refer to our website www.impetus4cs.eu/opencall for webinar dates and registration, as well as recordings of past webinars.

If you have a question for IMPETUS, please refer to our FAQ document (on the same website) first. If you cannot find the answer to your question, you can email opencall@impetus4cs.eu.

IMPETUS will also provide drop-in sessions, on a first-come, first-serve basis, where you will have the opportunity to discuss questions to one of our team members. Please refer to the call website to book a slot.

Please note that all support is only available in English.

How does IMPETUS select proposals?

Step 1 – Eligibility checks

IMPETUS checks if eligibility criteria are met. Proposals considered not eligible will not proceed to Step 2. The criteria are listed under Who is eligible to apply?.

For this third open call, IMPETUS will be conducting rolling eligibility checks. We aim to complete an eligibility check for each submitted application within 3 working days and applicants will be informed of the eligibility check decision. Applicants will be advised if their application has been deemed to be ineligible and what changes – if anything – can be made to meet the eligibility criteria.

However, please be advised that we expect to receive a very high number of applications from the **7th of March** onwards. We will therefore be unable to complete an eligibility check for any application submitted after this date before the submission deadline. Applicants who expect to rely on this rolling eligibility check are therefore strongly advised to submit their application as early as possible.

Step 2 – Reviews and shortlist

Eligible proposals will be evaluated by at least two reviewers against the following criteria:

1. Idea
2. Implementation
3. Team and Community
4. Impact

Reviewers will be asked to provide a score on a five-point scale for each criterion. Up to 92 applications with the highest points, and no less than three points in each area, will be invited for interview. A detailed list of criteria is available in Annex 3 – Review Criteria. Consider them when filling in the proposal template.

Step 3 – Interview

Shortlisted applicants will be invited to a remote interview with an expert panel. The interview will consist of a short pitch of the application, followed by questions. The interviews will be scheduled between 14th and 25th April 2025. To enable us to recruit 46 projects, and grant call winners access to funding quickly, we operate on a very tight schedule - we plan to send out invitations to interviews by 9th April 2025, including a time slot for the interview. **We will not be able to negotiate interview dates** and related conditions with the applicants and may not answer any queries on the subject. If an applicant or any of their team members is not able to attend the interview, we will have to reject that application.

Applicants who were not shortlisted will also be informed at this stage.

Step 4 – Decisions

After the interviews are concluded, the IMPETUS consortium will decide which applicants to accept into the programme. These decisions will be final and cannot be contested. We will share the expert reviews with all applicants to enable them to understand the decision and improve their project. We will not be able to reply to any queries on unsuccessful applications. We plan to inform applicants about the outcome by 30th April 2025.

What happens when you are selected?

Negotiation phase

If your application is successful, you will be invited to enter negotiations with IMPETUS. This is a busy six-week period (early May – mid-June 2025), which should end with a signed contract between you and IMPETUS. The objective of the negotiation phase is fulfilling the legal requirements between the IMPETUS consortium and every selected pilot of the call. For this to happen, we will have to complete the following steps:

- **Due diligence checks**: these checks are performed to understand the status of the applicant. We will check your legal status, ethics requirements, and any other details as requested by the European Commission. Should you fail the due diligence checks, IMPETUS reserves the right to reject the application.
- **Workplan and budget agreement**: before starting the project, the applicant and IMPETUS agree on activities, deadlines and success criteria. We will also assess the costs associated with your project to ensure they are eligible. You will be assigned a mentor who will go through this process with you and answer any questions.
- **Bootcamp**: As part of the negotiation phase, candidates will join the IMPETUS Bootcamp, which will be held between **12th and 23rd May 2025**, and consist of online sessions (weekdays only, 10am-2pm. This workshop will help you to flesh out the details of your work plan and budget. Kickstarting projects will need to attend at least 80%, Sustaining projects will need to attend at least 50% of sessions. Contracts will be signed after this is completed, revised and accepted by IMPETUS.

Negotiations will start at the beginning of May 2025 and must finish (with a signed contract, see Annex 4 – Negotiation Documents) by the 7th June 2025. A detailed schedule will be provided when your application was successful.

The IMPETUS Accelerator

Applicants who reach this stage of the process are formally accepted into the seven-month accelerator between 16th June 2025 and 16th January 2025. The project duration has been extended from six to seven months in this call to allow for the summer and winter holiday periods – we expect projects to conduct six months of active work over these seven months.

The IMPETUS accelerator will provide all successful projects with resources and training, tailored to their individual needs, as outlined in the Why take part? section.

Funds will be transferred in two stages – 50% at the beginning of the project (mid-June 2025), and the remaining 50% after the project has finished (February 2025). To qualify for the funding in totality, participants must complete all the activities outlined below. Please note that projects funded with a Kickstarting and Sustaining grants have slightly different obligations.

- Implement a seven-month project as agreed during the negotiation phase and specified in the contract;
- During the project implementation:
  - Attend training sessions (minimum requirement Kickstarting: 4 of 5; Sustaining: 2 of 5; approx. one per month, two hours each);
  - Attend at least 1 of 2 Aperitive meetings (two hours each);
  - Attend monthly update calls with your mentor;
  - Provide pictures and text on your project to be shared on the IMPETUS website and social media channels;
  - Present your project at events as and when possible, acknowledging IMPETUS funding – all projects should allocate a portion of their budget to outreach activities;
  - Participate in IMPETUS impact assessment activities, defining and implementing a process for data gathering;
  - Provide a formal report at the mid-term point;
- At the end of the project
  - Provide a formal report outlining your activities and achievements;
  - Compile a quali-quantitative impact assessment report following the methodology described in the IMPETUS training;
  - Create a short video and an article about the project;
  - Attend an interview with and provide feedback to the IMPETUS team;
  - Present your results at a final review meeting.

Annex 1: Challenges

Challenge 1: Citizen Science for Circular Communities

Why this matters

Citizen Science engages volunteers in a range of scientific activities. This helps educate and inform citizens in the subject matter and leads to a greater public understanding of how science and scientists work. Participation in Citizen Science can increase trust in science and expert opinions, enhance critical thinking, and ultimately fight misinformation, disinformation and fake news. Scientists can learn from Citizen Science about what people genuinely care about, the impact their work has or should have in society, and become more participatory, by involving volunteers early on in co-designing the research, collecting, cleaning, and analysing the data, documenting the results, and sharing the recognition.

Citizen Science is playing an ever more important role in how researchers and innovators engage with society, and how they contribute to common concerns. However, Citizen Science sometimes struggles to achieve recognition and impact because citizen and 'professional' science practices differ, and citizen scientists have a harder time gaining access to local stakeholders and policy makers. Results of Citizen Science are chronically underutilised, although we know that they can add value to virtually everything from meeting Green Deal and UN Sustainable Development Goal (SDG) targets to boosting social and environmental innovations, all while being closely aligned with local communities.

While Green Deal and SDG targets may seem abstract for many citizen scientists, their projects may already be working toward monitoring them, through activities such as environmental measurements (for example air, water or soil quality), or monitoring (for example insect or bird observations).

What we are looking for

In our Open Call 2025, IMPETUS is looking for Citizen Science projects that contribute to sustainable development goals related to the theme of "Citizen Science for Circular Communities". Specifically, we are interested in projects that address one or more of the following topics, which are related to SDGs #7, #11, #12, and #3:

- **Resource management**: Encouraging responsible and (re-)use of resources (e.g. natural resources, energy); preventing waste and pollution of all kinds;

education and awareness raising about sustainable lifestyles with special attention to circularity.

- **Infrastructure & housing**: Availability, efficiency, sustainability and resilience of suitable accommodation and infrastructure, including energy, HVAC, and public transport.
- **Disaster resilience**: Safeguarding people, their homes, jobs, and culture, in the face of natural disasters, including those caused by climate change; community participation in disaster preparedness, prevention, and recovery, and adaptation and mitigation practices.

Applicants should contribute to at least one of these topics, and enable the monitoring of at least one established indicator, by providing monitoring data, or directly contributing to their achievement at local, regional, or national level.

How we select projects

We particularly welcome applications from projects that are run by, or actively involve, underrepresented groups and their public representation. This includes those belonging to groups at risk of social exclusion and discrimination, such as refugees, ethnic minorities, the LGBTQ+ community, those with disabilities; or from lower-middle income countries; as well as projects that focus on inclusion dimensions of their research.

All projects **will also be assessed against criteria of equality, diversity, equity, openness, and potential impact on policy.**

IMPETUS has an inclusive view of Citizen Science initiatives, which can have a wide-ranging scope of scientific and social activities that engage citizens and aim to deliver scientific advancement and social benefits, support communities, and foster an open and inclusive civil society.

Eligible projects could include but are not limited to:

- Citizen engaged in digital humanities research
- Initiatives that incorporate characteristics of Citizen Science as defined by the European Citizen Science Association (ECSA)
- Science and research communication with citizens
- Participatory artistic-led research
- Science education that engages citizens

What we offer

Successful applicants will receive funding and support to deliver a seven-month project. Support will include training and expert guidance from a range of experts within and beyond the IMPETUS consortium, as well as peer-to-peer support and exchange.

Projects can apply for two kinds of grants, depending on their current development stage:

- Projects that are no more than six months into their Citizen Science journey and are yet to establish a community and/or data collection and processing procedures, can apply for a **Kickstarting grant**, worth 20,000 €.
- Projects that are more advanced, with established processes, an engaged community, and initial evidence of impact, can apply for a **Sustaining grant**, worth 10,000 €. We expect these grants to be awarded for the continuation, enhancing of impact, and/or further establishment of existing projects.

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

www.impetus4cs.eu   @impetus4cs

Challenge 2: Citizen Science for a Fair and Just Society

Why this matters

Social Fairness is a priority for the European Commission, while 'leaving no-one behind' is the central pledge of the UN 2030 Agenda. Recent events such as the Covid 19 Pandemic, cost of living crisis and global unrest have posed unique challenges to fairness in European societies. Societies are evolving, with changes such as the rise of generative AI technologies, increased adoption (and weaponisation) of social media and the acceleration of climate change impacting diverse communities in different ways. At the same time, the democratic principles underpinning European society are under threat. Social views are growing increasingly polarised while societal divisions are increasing. Citizen science can support communities and individuals in diverse ways through educating them on these evolving issues and topics; creating opportunities for them to take a leading role in community action or empowering them to protect democracy and ensure all voices are heard.

For this challenge, we particularly recognise that novel approaches to citizen science, using art, storytelling, multimedia or other technologies, may also foster participation of marginalized and underserved groups. We therefore particular encourage submissions proposing novel or deeper forms of volunteer engagement, as well as projects from the Arts, Humanities and Social Sciences. However, this does not prevent submissions using other disciplinary or methodological approaches.

We focus on three distinct but related topics pertaining to promoting a fair and just society:

- **Democracy and Peace:** Democratic institutions across Europe are under attack. Trust in those institutions is low and some groups, particularly young people, are disillusioned by democracy. Social divisions are high and peace is under threat. We see citizen science as an opportunity to promote social cohesion and understanding between different groups, fostering democracy and peace.
- **Inclusion:** While novel societal and technological developments pose opportunities for citizens, not every community has benefited equally from these opportunities. Some groups, such as rural communities, the elderly or those of lower socioeconomic status (to name but a few) have found it harder to exploit these opportunities and risk being left behind. Citizen science has the potential to empower these communities, giving them the opportunity to advocate for their views and for change.

- **Public Trust, Education and Empowerment:** Trust in science and public institutions is at risk and misinformation is increasingly common. Citizen science has the potential to educate communities, giving them an opportunity to experience, learn from and contribute to the scientific process. Collaborations between researchers, academics and stakeholders such as artists can be instrumental in creating engaging, accessible content which resonates with and informs diverse audiences. Through these strategies, citizen science initiatives can bridge the gap between research and communities, fostering trust, understanding and action.

What we are looking for

In our Open Call 2025, IMPETUS is looking for Citizen Science projects that contribute to the theme of "Citizen Science for a Fair and Just Society". Specifically, we are interested in projects that address one or more of the following topics, which may relate but are not limited to SDGs #4, #5, #10, and #16:

- **Democracy and Peace** and promoting, safeguarding or enhancing understanding of democracy, the democratic process and systems or social cohesion.
- **Inclusion** through promoting inclusion; understanding factors which lead to exclusion and inclusion; empowering marginalised communities or promoting inclusion in novel societal or technological developments.
- Promoting **Public Trust, Education and Empowerment** where a broad approach to education is taken and may involve traditional educational settings or education through engagement in citizen science.

Applicants should aim to implement projects that contribute to research that enables solutions to these issues. Projects that address topics in or through social and artistic research are explicitly included in this call.

How we select projects

We particularly welcome applications from projects that are run by, or actively involve, underrepresented groups and their public representation. This includes those belonging to groups at risk of social exclusion and discrimination, such as refugees, ethnic minorities, the LGBTQ+ community, those with disabilities; or from lower-middle income countries; as well as projects that focus on inclusion dimensions of their research.

All projects **will also be assessed against criteria of equality, diversity, equity, openness, and potential impact on policy.**

IMPETUS has an inclusive view of Citizen Science initiatives, which can have a wide-ranging scope of scientific and social activities that engage citizens and aim to deliver

scientific advancement and social benefits, support communities, and foster an open and inclusive civil society.

Eligible projects could include but are not limited to:

- Citizen engaged in digital humanities research
- Initiatives that incorporate characteristics of Citizen Science as defined by the European Citizen Science Association (ECSA)
- Science and research communication with citizens
- Participatory artistic-led research
- Science education that engages citizens

What we offer

Successful applicants will receive funding and support to deliver a seven-month project. Support will include training and expert guidance from a range of experts within and beyond the IMPETUS consortium, as well as peer-to-peer support and exchange.

Projects can apply for two kinds of grants, depending on their current development stage:

- Projects that are no more than six months into their Citizen Science journey and are yet to establish a community and/or data collection and processing procedures, can apply for a **Kickstarting grant**, worth 20,000 €.
- Projects that are more advanced, with established processes, an engaged community, and initial evidence of impact, can apply for a **Sustaining grant**, worth 10,000 €. We expect these grants to be awarded for the continuation, enhancing of impact, and/or further establishment of existing projects.

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

Annex 2: Eligible costs

Overview

IMPETUS' citizen science fund is provided by Horizon Europe, a large research and innovation programmes funded by taxpayers. Accelerated projects are responsible to ensure the funds are spent in accordance with Horizon Europe guidelines. IMPETUS will provide training and guidelines to all funded projects on financial matters. The following provides a summary of these guidelines.

The grants may be spent only on eligible costs. These are costs that meet the following criteria:

- Incurred by the applicant in connection with and during the project;
- Identifiable and verifiable in the applicant's accounts;
- Compliant with national law;
- Reasonable, justified, in accordance with sound financial management (economy and efficiency);
- Indicated in the budget you submitted with the short proposal.

Cost categories and reimbursement guidelines

The budget you submit will have to include different cost categories, which are explained below. There is a general distinction between **direct costs**, **subcontracting**, and **indirect costs** (also known as overheads). Indirect costs are calculated at 25% of the direct costs; no indirect costs can be charged on subcontracting.

All costs, except for purchased equipment (see below), are recovered 100%, and need to include the indirect costs, charged on top of the total direct costs. All costs should be stated inclusive of any irrecoverable VAT.

Direct costs: Personnel (100% reimbursed + indirect costs)

Applicants can spend IMPETUS funds on staff who are directly involved in the execution of the project.

Direct costs: Equipment (12.5% reimbursed + indirect costs)

Equipment with a useful life in excess of the project duration can only be reimbursed to the extent the asset would be depreciated for the six-month project period. Therefore, the standard rate allowed under the contracted project will be 12.5% of the total costs of the asset for a six-month period. Indirect costs can be applied to the 12.5% of costs charged to the project.

The costs of equipment rental for the project period can be charged at full cost, as long as the rental cost is not greater than the depreciation cost, had the equipment been purchased.

Direct costs: Consumables, other goods and services (100% reimbursed + indirect costs)

Applicants can spend funds on consumables and other goods and services (including travel), if they are directly relevant for the completion of the project.

There is no hard-and-fast rule about the distinction between equipment and other costs; small items such as sensors may be budgeted as 'other goods and services'.

Subcontracting (100% reimbursed, no indirect costs)

Applicants may subcontract some of their activities to other parties as long as they are also from an eligible country (see Who is Eligible). No indirect costs can be charged on subcontracting costs. Note that we expect the applicant to carry out most of the tasks of the project – subcontracting cannot be used to carry out key tasks in the project.

Indirect costs

Indirect costs are within the €20,000 limit for kickstarting projects and €10,000 limit for sustaining projects, and cover items such as rent, administration, printing, photocopying, amenities etc. These costs are eligible if they are declared on the basis of the flat rate of 25% of the eligible costs, excluding costs of subcontracting.

Annex 3: Review criteria

All four areas will be weighted equally by reviewers on a scale of 1-5.

Please consider that expectations differ slightly between kickstarting and sustaining project applications.

		Kickstarting projects	Sustaining projects
Idea	Relevance to the topic	Is the project in scope of IMPETUS' definition of citizen science?	
		Does the project fit into one of the challenges: 1. *Circular Communities* theme and one of the subtopics (food, mobility, waste) 2. *Justice and Equity* (health, climate resilience)	
	Aims of the project	Does the project have clearly defined, ambitious and achievable goals?	Does the project have a clearly defined goal to sustain itself or grow?
		Will the project contribute to current societal challenges?	Does the project contribute to current societal challenges?
		Is there a clear research question?	
	Complementarity to IMPETUS goals	Does the project pursue a new, innovative idea?	Does the project plan to develop beyond its current state?
		Does it use new techniques, activities and technologies, or focus on a new problem or area of application?	Are the project goals aligned with IMPETUS' goals for sustainability, engagement, and inclusion?
Implementation	Planned activities	Can the project goals be achieved at the scale, with the resources and team proposed?	
		Are planned activities suitable and accessible to citizen scientists? Are citizens engaged in activities beyond data gathering?	
		Does the project consider ethical implications of its work?	
	Commitment to open science	Does the project follow open science principles?	
		Does the approach account for data protection and any personal or sensitive data?	
		Will project data and outputs be openly accessible?	Does the project publish its results and insights, or does it plan to?
	Use of resources	Are the requested resources relevant and suitable for the proposal?	

Team and community		Can the project feasibly be carried out using the funding and resources requested?	
		Are there any important activities or requirements (such as dissemination) that are not accounted for within the budget?	
	Citizen engagement	Are the scale and selection of citizens to be engaged realistic and appropriate to the proposed activities?	
		Do they have sufficient capacity to conduct engagement at the proposed scale?	Does the project have an active citizen scientist community engaged in different activities?
		Is there an effective strategy to engage existing or new citizen scientists in the project activities?	Is there an effective strategy for continuous engagement?
	Interdisciplinarity	Does the team have experience of research activities, managing communities, citizen science etc.?	
		Have they identified relevant expertise gaps and ways to fill those gaps?	
		Does the team involve experts from different disciplines?	
	Inclusion & Diversity	Does the project actively engage underrepresented groups (LGBTQ+, low-income country, ethnic minority, refugee, disabled), or will these groups clearly benefit from the project?	
Impact	**Anticipated impact**	Will the project benefit the citizen scientists taking part, or the community in which it will take place?	Does the project benefit its existing community?
		Will the project have significant impact in the realms of policy environment, science, society, or economy?	Will the project significantly increase or sustain existing impact in the realms of policy, environment, science, society, economy?
	Additionality of IMPETUS funding	Will the project benefit from the IMPETUS funding and accelerator?	
		Will there be significant additional value through participation in IMPETUS?	
	Sustainability	Is there a concept to sustain the project beyond IMPETUS funding?	

Will participation in IMPETUS improve the longevity of the project?	
Are the project and outputs maintained beyond the life of the project?	Are past project results maintained, and will they remain so?
Are new sources of funding available or likely to become available?	Are new sources of funding available or likely to become available; are they necessary?

Annex 4: Negotiation documents

If you have passed the interview stage, you will be asked to submit a series of documents, as explained in this section.

1. Administrative documentation

<u>For legal entities</u>: We will ask you to demonstrate the legal existence of your organisation.

In a consortium of several organisations, we will be carrying out this step for each organisation.

<u>In case of natural persons</u> (individuals), that do not participate as a legal entity:

- A copy of the ID-card or passport of participant(s) in the project team will be required
- A proof for every participant in the project that (s)he is legally established and working in an eligible country

2. Project plan

During negotiations, the IMPETUS team will work with you to finalise a project plan for the accelerator. Receiving any amount of funding from IMPETUS requires you to **set and achieve** a set of milestones and/or KPIs. During this time, we will also provide more details on the workshops and other events you will need to attend.

The project plan will include a budget. IMPETUS may request adjustments to the budget outlined by the applicant in the original submission based on feedback received during the interview. The project plan will be finalised after the IMPETUS bootcamp.

3. Contract

Once a project plan has been agreed, you will be asked to sign a contract to formally join the IMPETUS accelerator. A preliminary template of the contract will be made available in due time. The terms of the contract are the same for every project accepted into the accelerator and cannot be negotiated.

The contract must be signed by the coordinator of your project (for natural persons) or the legal representative of the coordinating entity (for organisations. When projects are delivered by a consortium the contract will be signed by the leading organisation.

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When projects are delivered by a group of individuals, the contract will be signed by the project coordinator.

4. Bank account information

If negotiations are successful, IMPETUS will require bank account information of where to transfer the funding. Applicants will be asked to fill out a bank information template that will be provided as an Annex of the contract. For consortia of organizations, payments will be made to the leading entity only. For groups of individuals, payments will be made to the coordinator of the project.

In the case of organizations, the bank information document will have to be signed (and, if applicable, stamped) by the legal representative of the organisation. Use CAPITAL LETTERS and LATIN CHARACTERS when completing the form.

The form will also need to be signed by your bank to validate the information you have provided. Alternatively, you can provide a recent bank statement which confirms the details you have included in the form.

Please note that bank account information forms will not be accepted until they are signed by the organisation representative and approved by your bank (or bank statement provided).

5. Other documents

IMPETUS reserves the right to solicit any other document that allows us to assess the capacity and capability of the applicants to deliver the project.

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