



Co-designing Citizen Social Science for Collective Action

## **APPLICANTS GUIDE TO OPEN CALLS “GENDER EQUALITY”**



**1 July 2021**



The CoAct project has received funding from the European Union's Horizon 2020 Research and Innovation programme under grant agreement No. 873048

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## Introduction

On **1 July 2021 (12am GMT)** CoAct is launching a call for proposals, inviting civil society initiatives to apply for our cascading grants for citizen-led Citizen Social Science research on the topic of "Gender equality". A maximum of four (4) applicants will be selected across three (3) different open calls. This document provides a guide to support civil society initiatives participating in the call and preparing their submission. The guide constitutes the main source of information for the calls. In case of factual conflicts with other sources of information (such as the CoAct website), the contents of this guide are deemed authoritative. Should you have any outstanding queries regarding the application procedure after reading this document, please refer to the [FAQ](#) on our website or contact us at [opencalls@coactproject.eu](mailto:opencalls@coactproject.eu).

## What is CoAct?

CoAct stands for Co-designing Citizen Social Science for collective action. It is a research project that explores the field of Citizen Social Science funded by the European Union's Horizon 2020 research and innovation programme (Grant agreement No. 873048). It proposes a new understanding of Citizen Social Science (CSS) as participatory research co-designed and directly driven by citizen groups sharing a social concern. CoAct aims to provide and further develop methodologies supporting an understanding of research that can equally be led by academic researchers or citizen groups. Doing so, the project seeks to create an environment that provides a more equal "seat at the table" in process, which are oftentimes dominated by academic researchers. CoAct is running three so called Research and Innovation Actions (R&I Actions) in which citizens act as co-researchers, actively participating in all phases of the research, from the design to the interpretation of the results and their transformation into concrete actions. Simultaneously, with the CoAct Open Calls provide funding for citizen groups to lead their own participatory research, inviting academic researchers in.



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## What is Citizen Social Science?

We understand Citizen Social Science as participatory research co-designed or directly driven by citizen groups that share a particular social concern. In CoAct's R&I Actions citizens act as co-researchers throughout the entire research process and are recognized as in-the-field competent experts being equal actors in all phases. In the co-designed research, the citizens explore their lived experience regarding the specific social concerns that motivate the research actions. In these R&I Actions, we focus on the topics of mental health care, youth employment and environmental justice and gender equality. Such an approach enables to address pressing social issues from the bottom up, embedded in their social contexts. Co-designed research provides the foundation for socially robust evidence-based knowledge that strives for sustainable impact and social change.

## Why a CoAct Open Call?

CoAct's Open Call seeks to move beyond its own co-research activities and invite further actors to benefit from the project and its support mechanisms. We want to support civic organizations in making use of CSS methods and best practices in their own projects, directly from within civil society. Civil society organizations are directly dealing with specific social topics of concern and are mostly organized around these. Therefore, the CoAct Open Calls seeks to connect to expert work at the grassroots level to explore the opportunities and challenges of citizen-led research.

## Why an open call on Gender Equality?

Gender equality is an ongoing major societal topic that constantly affects our daily life. The United Nations made "Gender Equality" the fifth Sustainable Development Goal (SDG) and define it as follows: (1) End all forms of discrimination against all women and girls everywhere; (2) Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation. In CoAct, we take SDG5 as the starting point for this Open call but we want to consider gender equality in a wider and inclusive manner, including all perspectives



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and collectives, such as by addressing all perspectives, such as LGBTQ+, non-binary and critical masculinity.

The COVID-19 pandemic has clearly brought the strongly rooted traditional role patterns in our system to light again, particularly regarding care work. Simultaneously, we are witnessing new manifestations and visibilities, and—at least in some locations—more attention from policy and society of the different feminist and LGBTQ+ movements with claims for equity appearing in various forms, for example in huge demonstrations (300,000 people in Barcelona on 8<sup>th</sup> of March of 2019), the #MeToo!-movement or also intersectional movements like Black Lives Matter. There is a vast variety of different attempts to tackle the social construction and structural embeddedness of gender inequality and many types of actors can play a relevant role. Movements range from demands for a women's quota in decision making positions, to human rights movements against discrimination and violence up to more radical transformative approaches that criticize the basic exclusionary foundations of capitalism.

From our perspective, Citizen Social Science can provide a powerful grassroots approach to this global issue. In our understanding of Citizen Social Science, citizens in vulnerable situations need to be at the centre of the research cycle, defining the focus on a specific social issue. This way, unprecedented scientific data related to gender inequalities could be collected, possibly leading to new scientific evidence-informed reactions and the proposal of new collective actions or policy making.

Therefore, we want to invite civil society organizations to apply for a short-term grant to investigate issues with a Citizen Social Science approach. Funded projects will receive financial backing as well as support via mentoring by CoAct consortium partners, including academic researchers, global networks, NGOs and others.

## Topics of the Open Calls on Gender Equality

Taking into account the broad field of topics related to gender equality we decided to focus on particular topics that would serve the United Nations sustainable development goals (SDGs).



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Applications have to be clearly related to gender equality, understood widely as described previously, and one of the three thematic and regional foci:

### (1) Sustainable cities and communities

The first Open Call “Sustainable cities and communities” (SDG 11) is addressing initiatives in the Berlin and Brandenburg region that aim for making cities inclusive, safe, resilient and sustainable for all its inhabitants ([UN 2020](#)). Proposals should examine gender inequalities in affordable housing and/or urban planning as well as projects that promotes social, economic, environmental sustainability through community building around the topic of gender equality in its broadest sense.

### (2) Decent work and economic growth

The second Open Call “Decent work and economic growth” (SDG 8) is addressing organisations in Eastern Europe. Whereas women in the EU earn on average over 16% less per hour than men this figure becomes is even higher in Eastern Europe Countries ([EIGE 2015](#)). Trans and intersexual and non-binary people are facing even harder forms of discrimination regarding their work opportunities ([EC 2018](#)). Organisations from Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia are invited to submit a proposal.

### (3) Opportunities and risks of digitalization

The third Open Call “Opportunities and risks of digitalization” is open to international civic organisations operating in the EU. It has been pointed out that digital spaces are gendered spaces which hinder for example the participation of young women and that digital norms are exacerbated online ([EIGE 2019](#)). Proposals should address the issues related to gender inequalities in online spaces, due, in part, to issues such as the gender dynamics of online platforms and the exposure to online harassment.



## Why take part?

- CoAct will provide **funding for a research project (10 months max)**, alongside dedicated activities, resources and tools to set up and run the research project.
- CoAct will provide a research **mentoring program** for your team. In collaborative workshops you will be supported to co-design and explore available tools working together with the CoAct team to achieve your goals.
- CoAct will **connect** you to a community of people and initiatives, tackling similar challenges and contributing to common aims. You will have the opportunity to discuss your projects with the other grantees and moreover are invited to join CoAct's broader Citizen Social Science network.

## Who is the funding for?

CoAct's Open Calls are inviting:

- ongoing Citizen Social Science projects looking for support, financial and otherwise, to grow and become sustainable;
- communities interested in co-designing research to generate new knowledge about gender equality topics;
- organizations in the third sectors that focus on community building, increasing the visibility of specific communities, increasing civic participation and who are interested in exploring the use of Citizen Social Science in their work.

The funding is available to legal entities and consortia established in a country or territory eligible to receive Horizon 2020 grants. Only organizations legally registered and operating in an EU member state or associated country are eligible for funding from CoAct. For consortia of different organisations, all participants must be eligible. In this case, the participants also need to choose a research project lead, which will submit the application and engage with CoAct on behalf of the consortium.

Every entity is allowed to participate, either on its own or as part of a consortium as described above.



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CoAct has the following conflict of interest policy: Immediate family, domestic and non-domestic partners and those with financial ties to members of the CoAct consortium members are prohibited to apply. If you have a prior relationship with anyone contributing to CoAct that you feel may constitute a conflict of interest, please email [opencalls@coactproject.eu](mailto:opencalls@coactproject.eu) for clarification.

## What is the funding for?

The funding will be set at a maximum of 20,000,- Euro for Call 1 and 3, for which only one applicant will be selected. Call 2 will select two proposals, which will share the 20,000,- Euro grant, with a maximum of 15,000,- Euro for a single organisation. 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, see [Annex 1](#)), in accordance with [Horizon 2020 guidelines](#).

In your application, you will be asked to describe your effort and the resources you plan to mobilize for this amount. You may propose any cost items deemed eligible and relevant for the delivery of your research project. See [Annex 2](#) of this document for further explanation.

The activities you plan to carry out with CoAct cannot receive double funding. Synergies with other sources of funding, including other Horizon 2020 projects, are encouraged as long as the grants are used for complementary, not overlapping purposes.

## Who keeps the Intellectual Property Rights (IPR)?

By default you will be the sole owner of the results and outcomes of your project, and all associated intellectual property. You can decide however upon ownership within your teams and among the involved parties but applicants should be using a Creative Commons license when publishing results.

However, we expect all proposals to follow an open approach, sharing results and experiences widely with the community, as in any EU project. We will give priority to those applications that have a well-articulated plan for this.





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

## What happens with the data?

Applicants will have to be clear in the application about the data that they expect to collect, generate and manage through the project. The processing of that data should be in compliance with the general data protection regulation (GDPR). As noted earlier, **we will only accept proposals that are committed to making their data, methods and outputs publicly available for reuse**, following an open science approach. For that CoAct will provide technical, legal and operational support to successful applicants.

In addition, CoAct will require Citizen Social Science projects funded through the programme to collect, manage and share data with and for the CoAct team for co-evaluation purposes. The specifics of the data to be collected will be defined with each project team.

## How is the CoAct Open Call organized?

There are three different Open Calls, each with a different thematic and regional focus. In total, a maximum of four (4) grassroots gender equality research projects will be selected to receive a grant. This document refers to all three CoAct Open Call topics and regional foci.

## Topics and regional foci

CoAct supports Citizen Social Science efforts tackling gender inequalities. This includes, but is not limited to, initiatives generating awareness of gender inequalities, facilitating new knowledge about its causes and consequences, and implementing measures towards reaching gender equality.

As noted earlier, our understanding of Citizen Social Science is broad and inclusive. We are seeking to fund ideas that can make a difference, at a local and an international scale. We are particularly interested in applications that propose novel, less explored participatory roles for citizens and other



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key stakeholders. We are looking forward to receiving applications that engage with groups that are considered marginalized, underrepresented or disadvantaged.

While all three Open Calls have a focus on gender equality, each call has a specific secondary focus:

- (1) “Sustainable cities and communities”, Berlin and Brandenburg Area, Germany
- (2) “Decent work and economic growth”, Eastern Europe (Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia)
- (3) “Opportunities and risks of digitalization”, across all EU countries.

Consequently, applicants will have to show the relevance of their project to both gender equality and the specific focus of the Open Call of their choice. It is possible for one organization to apply to several Open Calls, for different projects.

In response to ongoing challenges (e.g. health & safety, travel restrictions), all applicants will be required to explain how their projects can be carried out safely throughout the 10 months of the programme. Planned offline interactions need to ensure that all precautions are taken in accordance to local regulations and safety best practices.

## Application process

Submission is done online via a [Google Form](#) available on the Open Calls page of the CoAct website. Applicants will be asked to describe their project proposal but also a series of questions about their eligibility to apply for funding, and their ability to conduct the research project.

Only complete applications submitted before the deadline will be considered for review. All information provided must be in English.

The applications will be reviewed by the CoAct team with the help of external reviewers with expertise on the difference focus topics. The applicants with best rated projects (see Annex for criteria list) will be included in a shortlist and proposed a date for a remote interview. We anticipate interviews to be held between 6<sup>th</sup> and 8<sup>th</sup> October 2021. Successful candidates will receive technical and financial support from the CoAct team over the ten months of the project.



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The selection process will be followed by a negotiation process during which due diligence checks will be done and a workshop will be organised. During the workshop selected applicants will work with the CoAct team to address any identified issue with their roadmap, timeline and deliverables before adding them as an annex to the contract. The timeline of this process is outlined below:

1 <sup>st</sup> July 2021 – 30 <sup>th</sup> September 2021	Open Call’s application window
6 <sup>th</sup> – 8 <sup>th</sup> October 2021	Interviews of shortlisted applicants
11 <sup>th</sup> – 22 <sup>nd</sup> October 2021	Negotiation process
25 <sup>th</sup> – 26 <sup>th</sup> October 2021	Planning Workshop
1 <sup>st</sup> November 2021 – 31 <sup>st</sup> August 2022	Project Time
December 2022	Final Presentation

## How to apply?

1. The starting point for your application is the CoAct website. Go to the [application website](#).
2. Read this guide, as well as the [FAQ](#) and related tutorials available on that page.
3. Click on the ‘Submit application’ link and fill the form.
4. Make sure to answer all questions and upload all relevant documents. These documents are:
  - a. A legal document of incorporation
  - b. A declaration of honour dated and signed. A copy is available in [Annex 4](#) or at link to [application website](#).
5. After clicking on ‘Submit’, you will still be able to edit your application. Your final submission must be done before the **deadline: 30 September 2021, 12AM (GMT)**.



## How do we select proposals?

### Step 1 – Eligibility checks

CoAct checks if eligibility criteria are met. Proposals considered not eligible will not proceed to Step 2. The criteria are listed under “Who is the funding for?” in this document.

### Step 2 – Reviews and shortlist

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

1. Idea
2. Impact
3. Ethics & Safety.

Reviewers will evaluate each answer individually, on a 3-point scale and will also provide recommendations to shortlist the applications. The criteria we will follow are available in [Annex 4](#) of this document. Consider them when answering the questions from the short proposal.

### 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. We operate on a very tight schedule and the interviews will all be booked between 6<sup>th</sup> and 8<sup>th</sup> October 2021. Shortlisted candidates will be proposed several interview slot options in order to make it possible for everyone to attend. If none of the slots are possible for the applicant, we will be forced to reject the application.

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

### Step 4 – Decisions

After the interview, the panel will decide whether to accept the applicant into the programme. We will provide feedback to applicants to improve their project. Unfortunately, due to the high number of applications anticipated, we will have a very limited capacity to reply to any queries on unsuccessful



applications. Decisions will be final and cannot be contested. We plan to inform applicants about the outcome latest by 15<sup>th</sup> October 2021.

## Step 5 – Negotiation

If your application is successful, you will join the negotiation phase, which will conclude with the signature of a contract between your organization and the CoAct Consortium member overseeing the Open Call you applied to. 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 entity information, ethics requirements, financial information and any other checks as requested by the European Commission before commencing the project. Should you fail the due diligence checks, CoAct reserves the right to reject the application.
- **Workplan and budget agreement:** a workshop will be organized before the formal start of the project to help improve your project plan and come up with agreed upon milestones, outcomes assessment process and success criteria. We will also evaluate the costs associated with your project to ensure they are realistic under the grant. This process will lead to the signature of the contract. You will be assigned an advisor who will go through this process with you and answer any questions.

The negotiation phase will start 11<sup>th</sup> October 2021 and will conclude 22<sup>nd</sup> October 2021, with a signed contract (see [Annex 5](#)). You will receive two payments—one at the beginning of the project and a second one when the CoAct team has reviewed the interim project report after the first five month.

## Step 6 – CoAct facilitation

Applicants who reach this stage of the process are formally accepted into the ten-month project facilitation between 1<sup>st</sup> November 2021 and 31<sup>st</sup> August 2022.

The CoAct team will provide selected projects with resources and support, tailored to the needs of each project, including:



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- a two-day planning workshop at the end of the negotiation process, where we will discuss topics such as project design, diversity and inclusion, citizen engagement, data management and preservation, sustainability and impact assessment;
- online mentoring during the whole project;
- tools and infrastructure to host projects and their data according to state-of-the-art IT practices;
- tools and methods to facilitate participatory data collection and analysis;
- consultancy on a diverse set of citizen science challenges, including: data quality, data preservation, GDPR, research ethics, motivating participation, citizen empowerment, EDI (equality, diversity, inclusion), public engagement, and impact;
- promotion on our communication channels such as the CoAct web site and social media, as well as speaking opportunities at the CoAct “Gender Equality” event to present the outcome of the research and other related events;
- peer learning and networking facilitated through workshops and online tools.
- webinars on relevant topics

Participation in the facilitation activities provided by CoAct are a requirement for receiving the funding. The specific planning of those activities will be discussed with selected applicants during the planning workshop:

- Attend training, webinars, and co-design workshops (as agreed during the planning workshop);
- Attend monthly update calls with mentors and / or other projects;
- Produce an interim and a final report outlining your activities at the end of the research project;
- Provide a short video about your work to be shared on the CoAct website;
- Participate in CoAct co-evaluation activities, such as
  - citizen scientists feedback exercises



- defining and co-creating Key Performance Indicators (KPI)
- Attend an in-depth self-assessment interview close to project completion
- Present project achievements at the CoAct final conference. The conference will take place December 2022, with an audience made of practitioners, researchers, decision makers and representatives of the European Commission.



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## Annexes



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## Annex 1: Eligible costs

### Overview

CoAct's grant is provided by Horizon 2020, a large research and innovation programme funded by the European Commission. As such, CoAct and the Citizen Social Science projects it supports need to ensure the funds are spent in accordance to Horizon 2020 guidelines. The following provides a summary of these guidelines. Please get in touch at [opencalls@coactproject.eu](mailto:opencalls@coactproject.eu) if you have any questions.

The 20,000,- Euro grant may be spent only on eligible costs. These are costs that meet the following criteria:

- Incurred by the applicant in connection with or 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.

CoAct will provide training and guidance to all funded projects on financial matters.

### 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), can be booked to the project's budget covered by the grant. Indirect costs, which are charged on top of the total direct costs, should be included. All costs should be stated inclusive of any irrecoverable VAT.

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

Applicants can spend CoAct funds on the staff directly involved in the execution of the project.

#### **Direct costs: Equipment (15% 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 ten-month project period. Therefore, the standard rate allowed under the contracted project will be 15% of the total costs of the asset for a ten-month period. Indirect costs can be applied to the 15% of costs charged to the project.



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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 on consumables and other goods and services (including travel), if they are directly relevant for the achievement of the project.

There is no hard-and-fast rule about the distinction between equipment and other costs; small items such as moderation cards 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 a Horizon 2020 eligible country. No indirect costs (overhead) 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,- Euro or 15,000,- Euro limit and cover items such as rent, admin, 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, from which are excluded:

- Costs of subcontracting and
- Costs of in-kind contributions provided by third parties which are not used on the applicant’s premises



## Annex 2: Declaration of honour

1. I declare:
  - a. the organization that I represent is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b. neither the organization that I represent nor persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
  - c. neither the organization that I represent nor persons having powers of representation, decision making or control over it have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organizations;
  - d. the organization that I represent is in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - e. neither the organization that I represent nor persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
  - f. the organization that I represent is not subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.
2. I declare that I:
  - a. am not subject to a conflict of interest;
  - b. have not made false declarations in supplying the information required as a condition of participation in the CoAct Open Calls or does not fail to supply this information;



c. am not in one of the situations of exclusion, referred to in the above mentioned points 1a to 1f.

3. I certify that I:

- a. am committed to participate in the above mentioned project;
- b. have stable and sufficient sources of funding to maintain activity throughout participation in the above mentioned project and to provide any counterpart funding necessary;
- c. have or will have the necessary resources as and when needed to carry out involvement in the above mentioned project.

4. I declare that I and other representatives of my organization will:

- a. ensure the quality, integrity and accuracy of research activities and outputs within the scope of the project;
- b. ensure informed consent of any and all volunteers taking part in the project, both data subjects (such as in the case of surveys) and project participants (such as citizen social scientists)
- c. take all steps to protect and ensure the confidentiality of all project participants;
- d. take all necessary steps to protect vulnerable groups who may participate within the project (particularly minors and those with a reduced capacity for consent);
- e. actively seek to encourage participation from underrepresented minority groups;
- f. comply with any and all legal requirements, both within the country or countries in which the project shall operate and at the European level, in particular the European Union General Data Protection Regulation 2016/679;
- g. take all reasonable steps to ensure project outputs are made openly available and accessible to the widest possible audience, where this does not infringe upon the rights and expectations of project participants, or contravene the legal requirements of the territories in which the project shall operate.

5. I declare that, to the best of my knowledge and belief, I am eligible to apply for the CoAct Open Calls and all the information I provided in the form is true.

Name

Signature

Date



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## Annex 3: Review criteria

<b>Idea</b>	Relevance to the call	<ul style="list-style-type: none"> <li>• Does the proposal match the focus of the specific call it was submitted to?</li> <li>• Does it include activities compatible with Citizen Social Science?</li> </ul>
	Project design	<ul style="list-style-type: none"> <li>• Are the planned activities realistic given the proposed budget and time constraints?</li> <li>• Does the scope and complexity of the project match the profiles of the project’s team?</li> </ul>
<b>Impact</b>	Link to a broader agenda	<ul style="list-style-type: none"> <li>• Is the project linked to a broader agenda/programme carried out by the applicant?</li> <li>• Does the project have a chance to continue beyond the length of the programme?</li> <li>• Is the idea reusable by other organizations working on similar topics?</li> <li>• Does the project present a participatory evaluation and impact assessment strategy?</li> </ul>
	Documentation & Dissemination	<ul style="list-style-type: none"> <li>• Which documentation strategies are planned? Is there a commitment to publish the data and results?</li> <li>• Where would the results of the projects be disseminated?</li> </ul>
<b>Ethics &amp; Safety</b>	Ethical considerations	<ul style="list-style-type: none"> <li>• Are there any ethical considerations relevant to the project, and if so how are they taken into account?</li> <li>• Is there a clear commitment to data protection and anonymization where relevant?</li> <li>• How does the applicant plan to ensure that their activities are as inclusive as possible?</li> </ul>
	Health & Safety	<ul style="list-style-type: none"> <li>• If the project requires physical meetings, what processes are put in place to protect the health of participants in the contest of the Covid19 pandemic?</li> </ul>



## 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. Confirmation of affiliation

CoAct will ask you to confirm your affiliation through **a letter signed by the legal representative of your organization**. In a consortium, we will be carrying out this step for the leading organization.

### 2. Research project plan

During negotiations, the CoAct team will work with the research project to finalize a project plan for the ten months facilitation. Receiving any amount of funding from CoAct requires the applicant 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, including the CoAct conference, which the projects will have to attend.

The project plan will include a (revised) budget. CoAct reserves the right to adjust the budget outlined by the applicant in the original submission based on feedback received during the interview. The final research project plan is going to be produced after CoAct the workshop.

### 3. Contract

Once a research project plan has been agreed, the applicant will be asked to sign a contract to formally join the CoAct facilitation. A preliminary template of the contract will be made available in due time.

The terms of the contract are the same for every research project accepted into the facilitation and cannot be negotiated.

The contract must be signed by the legal representative of the applicant. When projects are delivered by a consortium, the contract will be signed by the leading organization.

### 4. Bank account information

If negotiations are successful, CoAct will require bank account information of where to transfer the funding. Applicants will be asked to fill out the bank information template (see Annex 5). For consortia, we will distribute the funding to the leading entity.



The CoAct project has received funding from the European Union's Horizon 2020 Research and Innovation programme under grant agreement No. 873048

The bank information document will have to be signed (and, if applicable, stamped) by the legal representative of your organization. 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 organization representative.**

## 5. Other documents

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



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## Annex 5: Bank information

Name of organisation:

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IBAN:

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BIC:

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