Guidelines
GUIDELINES
SUPPORT FOR RESEARCH COMMUNICATION

FINANCIAL SUPPORT FOR
Scientific Monographs

AUG 2018

Information for Applicants

1. Introduction.........................................................................................................................2
   1.1. General Principles........................................................................................................2
   1.2. Deadlines.....................................................................................................................2
   1.3. Open Access ...............................................................................................................2
2. Requirements .....................................................................................................................3
   2.1. Eligible Applicants........................................................................................................3
   2.2. Eligible manuscripts .....................................................................................................3
   2.3. Language.....................................................................................................................3
   2.4. Financial Contribution ..................................................................................................4
3. Submission and Selection Process .....................................................................................5
   3.1. Submission Process.....................................................................................................5
   3.2. The selection process .................................................................................................6
   3.3. Selection Criteria .........................................................................................................7
   3.4. Funding Decision .........................................................................................................7

Information for Beneficiaries

4. Acknowledgement of FNR support .....................................................................................8
5. Reporting and Payment ......................................................................................................9
   5.1. Reporting.....................................................................................................................9
   5.2. Payment.......................................................................................................................9

Changes:
Data protection issues: All FNR funded projects must comply with the EU's General Data Protection Regulation (GDPR) with regards to all data protection issues.
1. Introduction

1.1. General Principles

The aim of the Support for Research Communication (RESCOM) – Scientific Monographs scheme is to promote the publication of scientific monographs that make outstanding results of research accessible to an interested audience and expand the frontiers of knowledge in that particular field. A scientific monograph is a detailed, specialist work of writing on a single subject or on a specific aspect of a subject written by a qualified researcher in the field. A monograph is always a self-contained, stand-alone book.

1.2. Deadlines

The deadline for submission of the application is 2 months before printing of the work. The printing should not be commissioned before the application has been approved in order to allow the mentioning of the financial support by the FNR in the publication.

1.3. Open Access

In its commitment to maximise the impact of FNR-funded research, the FNR recommends that FNR funded publications are made freely available through Open Access media on the internet. In this respect, the FNR fully endorses the Principles for the Transition to Open Access to Research Publication (Science Europe, 2012)\(^1\) and recommends FNR beneficiaries to follow these principles when publishing their peer reviewed research.

Funding to cover Open Access fees for scientific monographs can be requested at the application stage. Open Access fees will only be reimbursed, if the following conditions are fulfilled:

- The publication is freely available online
- In cases where there is a restricted period during which Open Access is not possible; the period should not be longer than 6 months);
- The support from the FNR for financing the Open Access fees has to be acknowledged in the publication;
- The link to the Open Access publication has to be provided in the final report to the FNR.

\(^1\) http://www.fnr.lu/fr/content/download/11439/62436/version/1/file/Open+Access+Statement.pdf
2. Requirements

2.1. Eligible Applicants

Potential beneficiaries are either public institutions or public bodies with a research mission in Luxembourg\(^2\), or non-profit associations pursuing activities of a scientific nature in Luxembourg\(^3\).

Individuals or private companies are not eligible.

The eligible public institution or body will hereafter be designated as host institution.

2.2. Eligible manuscripts

To be eligible for FNR funding, the scientific monograph has to fulfil the following requirements:

- be printed in a book format by a publisher and have an ISBN number;
- present a specialist work of writing on a single subject or an aspect of a subject, written by a single author or by a group of authors that have contributed collectively to the whole text (if different chapters are written by different authors, it is expected that an editor takes responsibility for ensuring consistency of content);
- present original research results of high quality;
- research is presented at length;
- be submitted at least 2 months before printing of the work.

The following publications are not considered to be scientific monographs and are not eligible for FNR funding:

- Conference proceedings (Tagungsband, actes de congrès, actes de colloques, etc);
- Commemorative publications (Festschrift, Gedenkschrift, mélanges);
- Textbook or coursebook (Lehrbuch, manuel);
- Handbook or reference book (Handbuch, Kompendium, traité, compedium, ouvrage de référence);
- Encyclopedia;
- Book comprising separate articles from different authors (Sammelband, collection);
- Book comprising a number of separately published works that are subsequently bound together (Sammelband, Gesamtwerk, oeuvres complètes, anthologie);
- Scientific articles in journals;
- PhD Thesis.

All FNR funded projects must comply with the EU's General Data Protection Regulation (GDPR) with regards to all data protection issues.

\(^2\) Public research bodies with a research mission either stated in their legal statutes or explicitly stated by the responsible Minister. (see art. 3, 2nd paragraph of the FNR's law dating May 31, 1999).

\(^3\) FNR’s law Art.3 2nd paragraph: «organismes, services et établissements publics autorisés à entreprendre, dans les domaines qui les concernent, des activités de recherche ainsi que de développement et de transfert technologiques visant à promouvoir le progrès scientifique ou l’innovation technologique». These non-profit associations have to submit a copy of the coordinated articles of association.
2.3. Language

Applications have to be written in English.

2.4. Financial Contribution

2.4.1. Maximum Amount of the Financial Contribution

The FNR co-finances up to **50% of the real eligible costs**. The total amount of FNR funding is limited to a maximum of **EUR 15,000**.

2.4.2. Eligible Costs

The following costs are eligible for funding:

- Layout costs (only in case of outsourcing);
- Correction costs (only in case of outsourcing);
- Translation costs (only for abstracts);
- Printing and publishing costs;
- Open Access costs (only if the Open Access copy is made available within 6 months of printing) up to a reasonable amount.
3. Submission and Selection Process

Considering the competitive nature of the RESCOM – Scientific Monographs scheme, applications that do not meet international standards of high scientific quality or do not fit the definition of Scientific Monograph provided in these guidelines are not funded.

3.1. Submission Process

3.1.1. FNR Grant Management System (Online Submission)

All FNR Grants, including RESCOM Monographs, are managed through an online submission system (FNR Grant Management System) accessible via https://grants.fnr.lu. This system provides applicants a web service interface for automated submission and further monitoring of completed grant applications and related services (acknowledgement emails, notifications and reminders). The publication ‘e-Tutorial: Online Application’ explains how to log into the system and how to create a new application. This tutorial can be downloaded from the webpage: https://grants.fnr.lu/help/.

The system guides the applicant through the different steps of the application procedure. All forms have to be filled in online and submitted in electronic format.

For documents that need to be uploaded to the online system, please respect the font and page limitations indicated in the application forms! If page limitations are not respected, the FNR retains the right to shorten the document, and only forward the correct amount of pages to the external evaluators! In order to be eligible, the valid forms of the relevant call have to be used.

If you encounter any connection problems to the FNR Grant Management System, install the LuxTrust certificate from https://www.luxtrust.lu/cmscontent/file/root/Ltqcaca.crt.

For technical questions regarding the FNR Grant Management System, please contact us by e-mail at tech-support@fnr.lu or call our Help Desk at +352 26 19 25 58.

3.1.2. Submission

Step 1: Read the guidelines and the tutorial for the FNR Online Grant Management System (https://grants.fnr.lu/help).

Step 2: Fill out the RESCOM Monographs Online Application Form and upload the attachments to the FNR Grant Management System

The RESCOM Monographs Application consists of the following elements:

- The RESCOM Monographs Online Application Form (template in annex 1) can be completed directly on the FNR Grant Management System and contains general details of the application;

- The supporting documentation:
  - File with complete text of the publication (no paper version accepted). The publication does not need to be in the final layout.
  - CV of the main author (no template provided);
• **RESCOM Monographs Budget Summary Sheet** (template in annex 2): the duly completed form should be printed, signed by the person in charge at the institution, and a scanned version of the file should be uploaded to the FNR Grant Management System;

• Signed **Joint Declaration** (template in annex 3);

• **Offers** for the different budgetary headings;

• Non-profit Luxembourg associations pursuing activities of a scientific nature in Luxembourg (as defined in art. 3, 2nd paragraph of the FNR’s law dating 31 May 1999) should submit a copy of the coordinated articles of association.

**Step 2: Generate a PDF document of your application**

**Step 3: Check that the generated PDF contains the complete application documentation**

**Step 4: Submit the online application**

After having generated the report in PDF format and checked the PDF, please click the button ‘Submit to FNR’. **No signed paper version has to be submitted to the FNR.**

Applicants must submit their application in electronic format to the online submission system (FNR Online Grant Management System) [https://grants.fnr.lu](https://grants.fnr.lu) no later than 2 months before the planned printing date. **Incomplete applications and/or late submissions are not eligible, and are turned down without further evaluation!**

If you need further advice and support, please contact your FNR RESCOM Assistant or email rescom@fnr.lu.

### 3.2. The selection process

#### 3.2.1. Administrative Check

Applications undergo an administrative check at the FNR on the basis of the following criteria:

- Is the applicant eligible?
- Is the application complete?
- Does the publication fulfil the required conditions to be considered a scientific monograph by the FNR?
- Has the submission deadline been respected?

Non-eligible applicants are informed within 4 weeks following the application deadline. The reason for non-eligibility is communicated and the application is not evaluated.

#### 3.2.2. Review Process

The FNR review process guarantees a state-of-the-art evaluation of the eligible applications. The review process consists of the following steps:

- Eligible applications are reviewed by experts according to the selection criteria;
- The FNR takes the final funding decision based on the evaluation.

4 Templates of the review forms are available on the FNR website for consultation purposes only
Confidentiality:

The information provided by the applicants is treated in a confidential manner by the FNR and used only for evaluation and selection purposes.

The correspondence with the reviewers, and the identity of the reviewers are confidential and are not made available to the applicants.

3.3. Selection Criteria

The FNR funding decision is based on the following selection criteria:

- scientific relevance of the monograph for the research field;
- reputation of the publisher.

3.4. Funding Decision

Eligible applicants are informed about the funding decision **within 2 months after the submission deadline.** The printing of the publication cannot start before the communication of the funding decision.

In case of a positive funding decision, the FNR calculates the maximum amount of the financial contribution⁵ and a grant agreement is signed between the FNR and the Institution.

The payment is made on the basis of the final report, after the successful publication of the monograph.

In case of a negative funding decision, the applicant cannot resubmit a new application for the same monograph.

---

⁵ On the basis of the figures provided in the application, and depending on available funds.
4. Acknowledgement of FNR support

It is mandatory to use the FNR logo in every publication, presentation, live streaming, publicity and on give-aways related to the publication funded under the RESCOM Scheme. The guidelines explaining the correct use of the logo as well as the correct wording to acknowledge FNR funding are available on www.fnr.lu/logo.

Note that the FNR logo must not be used on material or media related to the publication prior to the FNR’s funding decision. If FNR funding is acknowledged before the funding decision is communicated, the application will be declared as ineligible.
5. Reporting and Payment

5.1. Reporting

The final report has to be submitted using the FNR Online Grant Management System, and has to be received by the FNR at the latest within the 6 months following the planned publication date indicated in the application form, otherwise the FNR reserves the right to cancel the financial contribution.

The RESCOM Online Final Report Form is made available to you via your account on the FNR Grant Management System soon after the signature of the contract. If this is not the case, please contact your FNR RESCOM Assistant or email rescom@fnr.lu. It is the applicant’s responsibility to submit the final report within the deadline, otherwise the FNR reserves the right to cancel the financial contribution.

The RESCOM final report consists of the following elements:

- The RESCOM Monographs Online Final Report Form (template in annex 4) is available on the FNR Online Grant Management System through the applicant’s account login;
- The supporting documentation:
  - RESCOM Monographs Final Financial Report (template in annex 5): the duly completed form should be printed, signed by the person in charge at the institution, and a scanned version of the file should be uploaded to the FNR Grant Management System;
  - Copies of the invoices6;
  - Digital copy of the final manuscript;
  - Any material which could illustrate the success of the publication.

In addition, beneficiaries are requested to send a print copy of the publication to the FNR. The print copy of the publication has to reach the FNR within the deadline for submission of the final report.

Considerable differences between the real eligible expenses and the calculation provided in the application must be explained in the final report. The FNR may revise its funding accordingly.

5.2. Payment

The payment is made on the basis of the final report, after the printed copy of the monograph has been received by the FNR. The FNR calculates the final financial contribution taking into account the figures provided in the final financial report and the maximum contribution communicated with the funding decision.

If the final report (online submission) and the printed publication have not been handed within the deadline, the FNR reserves the right to cancel the financial contribution for the publication.

---

6 An exception is made for the 4CU (CRP-Santé, CRP-Henri Tudor, CRP-Gabriel Lippmann, CEPS/INSTEAD and University of Luxembourg) who do not need to submit the copies of the invoices together with the final report.
### RESCOM - Scientific Monographs Online Application Form

Fields in Bold and with an asterisk (*) are mandatory

1. **Applicant's and Institution's Details**

#### 1.1 Applicant

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Family Name</td>
<td></td>
</tr>
<tr>
<td>Birth Family Name (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Select one from the dropdown menu</td>
</tr>
<tr>
<td>Function</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Day/Month/Year</td>
</tr>
<tr>
<td>Gender</td>
<td>Select one from the dropdown menu</td>
</tr>
<tr>
<td>Nationality</td>
<td>Select one from the dropdown menu</td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
<tr>
<td>Are you currently funded by the FNR (AFR, CORE, OPEN, PEARL, ATTRACT, INTER)? If yes, please indicate your project code</td>
<td>Yes/No and code</td>
</tr>
<tr>
<td>Is the activity related to the project for which you are funded?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

#### 1.2 Host Institution’s Correspondence Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Host Institution</td>
<td>Select one from the dropdown menu</td>
</tr>
<tr>
<td>If 'Other Institution', please specify</td>
<td>Name of the Luxembourgish eligible Host Institution</td>
</tr>
<tr>
<td>Street name, number</td>
<td></td>
</tr>
<tr>
<td>P.O. Box</td>
<td></td>
</tr>
<tr>
<td>Postal code</td>
<td></td>
</tr>
<tr>
<td>City/Town</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
</tbody>
</table>
Fax number

Family Name of Administrative Head

First Name of Administrative Head

Registre de Commerce et des Sociétés (non-profit associations only)

Non-profit Luxembourg associations pursuing activities of a scientific nature in Luxembourg (as defined in art. 3, 2nd paragraph of the FNR’s law dating 31 May 1999) should upload a PDF copy of the coordinated articles of association.

*Select file to upload: Maximum File Size 20Mb*

### 2. Description

#### 2.1 Details of the publication

- **Title of the Publication**
- **Application ID:** Automatically filled in
- **Name of the main author**
- **Names of the co-authors**
- **Name of the publisher**
- **ISBN number**
- **Book format:** Book format: color print, hard-cover, etc
- **Color print** Select from drop-down menu: Yes/No
- **Estimated pages** Estimated number of pages for the publication
- **Estimated date of Printing** Day/Month/Year
- **Estimated Date of Publication** Day/Month/Year
- **Summary of the activity (short description)** Enter up to 3900 characters describing the publication
- **Thematic domain** Please select only 1 from the list
- **Secondary domain** Please select only 1 from the list
2.2 Description of the publication

Explain why this publication can be considered a Scientific Monograph (max. 3900 characters) *

Please explain why this publication can be considered a Scientific Monograph, and how it fits the description of Scientific Monographs eligible for RESCOM Monograph funding (please consult section 2.2. of the RESCOM Scientific Monographs Guidelines for a definition of “Scientific Monograph”)

Short description of the primary research (and results) that will be published in this Scientific Monograph (max. 3900 characters) *

Who is the target audience? (max. 3900 characters) *

Planned strategy for disseminating the publication (max. 3900 characters) *

Will the publication be available in Open Access? Select from drop-down menu: Yes/No

Estimated Date of Open Access Publication (if applicable): Day/Month/Year

If the publication is not going to be available in Open Access explain why. Alternatively, if the publication is going to be available in Open Access explain the modalities (max. 3900 characters) *

2.3 Complete Text of the Publication

Upload a PDF file with the text of the publication. This text does not need to be in the final layout. The PDF file of the publication should not exceed 20 Mb. If this is the case, make sure the size of the PDF document is reduced before uploading.

Select PDF file to upload: Maximum File Size 20Mb

3. Estimated Budget

3.2 Estimated Expenses and Revenues

Download the RESCOM Monographs budget summary sheet

Download the RESCOM Monographs Budget Summary sheet, complete it offline and upload a PDF version of the final document. If the submitted RESCOM Monographs Budget Summary sheet is not completed and signed by the person in charge at the host institution, the application will be declared ineligible. The amount requested from the FNR should not exceed the amounts indicated in the RESCOM Monographs Guidelines.

Select PDF file to upload: Maximum File Size 20Mb
Estimated costs of the publication (EUR) *

Total costs of the publication in EUR. Make sure that the funds that you indicate here are the same as indicated in the budget summary sheet. Do not use points or commas as decimal separators.

Total amount requested from the FNR (EUR) *

Total amount requested from the FNR in EUR

Comments:

Other funding (EUR) *

Funds of your HI, sponsors, fees in EUR

Specify other sources

Please upload a PDF file containing the offers for all budgetary headings funding is requested for

Select PDF file to upload: Maximum File Size 20Mb

4. Validation and Signature

4.1 Joint Declaration:
Download the Joint Declaration

Download the RESCOM Joint Declaration, complete it offline and upload a PDF version of the final document.

Please note that if you do not submit the completed RESCOM Joint Declaration officially stamped and signed by the person in charge at your institution, the application will be declared ineligible.

Select PDF file to upload: Maximum File Size 20Mb

Declaration

☐ I hereby declare that this proposal conforms to the call guidelines and to the 'FNR Research Integrity Guidelines' *

Tick the box before submitting the application
# RESCOM Scientific Monographs Summary Budget Sheet

<table>
<thead>
<tr>
<th>RESCOM Project ID:</th>
<th>Overall budget summary of the monographs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of publication:</td>
<td>Total incomes (excluding RESCOM funding)</td>
</tr>
<tr>
<td>Applicant:</td>
<td>Indicate the sum of all incomes excluding RESCOM funding (Registration fees, sponsors, etc)</td>
</tr>
<tr>
<td></td>
<td>Total expenses</td>
</tr>
<tr>
<td></td>
<td>Indicate the sum of all expenses (including expenses not eligible for RESCOM funding)</td>
</tr>
<tr>
<td></td>
<td>Costs not covered € - Automatically filled in</td>
</tr>
</tbody>
</table>

## RESCOM budget summary

<table>
<thead>
<tr>
<th>Heading</th>
<th>Eligible costs</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layout costs (only in case of outsourcing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correction costs (only in case of outsourcing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing and Publication costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translation costs (only for abstracts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open Access costs (only if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other eligible costs</td>
<td>Give a short explanation of these costs</td>
<td></td>
</tr>
<tr>
<td>Overheads €</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total Eligible Costs €</td>
<td>- Automatically filled in</td>
<td></td>
</tr>
</tbody>
</table>

- **Print and sign the completed document, then upload it as PDF attachment to section 3. Expenses and Revenues of the RESCOM.**

- **Signature and stamp by financial officer or legal representative:**

- **Final requested FNR contribution**:

  - 50% of Total Eligible Costs € - Automatically filled in, for FNR purposes

---

FNR / B.P. 1777 / L-1017 Luxembourg / T +352 26 19 25 50 / E-mail: rescom@fnr.lu / www.fnr.lu
JOINT DECLARATION

The applicant and the HI hereby declare that they have read and accepted the RESCOM guidelines, that to the best of their knowledge, the information provided in this application is complete and correct.

The applicant and the HI agree that should documents be missing, the deadlines not met or should the applicant and/or the HI not be eligible to apply to the FNR, the application shall not be assessed.

The applicant and the HI will inform the FNR if the intended project cannot be carried out as foreseen or if a major change occurs that may hinder its occurrence.

The applicant and the HI hereby declare that the interests of the HI are compatible with the legal mission of the FNR (as defined in art. 3, 2nd paragraph of the FNR law dating 31 May 1999).

The applicant and the HI agree that the data required for the application and follow-up are electronically stored and used by the FNR. The FNR will use the data provided in the application according to the legal requirements of data protection in Luxembourg. Furthermore, the applicant and the HI agree that the summary provided in the application may be used during the evaluation process to contact external experts and that therefore the summary must not contain any confidential information.

The applicant and the HI authorise the FNR to forward the full application form including their personal data to experts involved in the evaluation of their proposal in Luxembourg and abroad. The experts must declare in advance that they will treat data confidentially and that they will not forward the data or the knowledge gained to anyone nor use it for their own purpose.

The applicant and the HI hereby authorise the FNR to publish their contact information and project title, date and description (including photos/films) on the FNR’s websites (www.fnr.lu, www.science.lu) and in the FNR annual report.

The applicant and the HI agree that they will not use the FNR logo before the funding decision is communicated.

The applicant and the HI agree that, in exceptional circumstances (if information provided in the application is not correct, if changes to the initial application are made, if the final report is not submitted within 6 months after the end of the project, or if the RESCOM rules are not respected) and at the FNR’s discretion the FNR grant must be repaid in part or in full.

<table>
<thead>
<tr>
<th>Name of the applicant</th>
<th>Application ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the legal representative of the HI</th>
<th>Signature of the legal representative of the HI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location and Date</th>
<th>Stamp of the HI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### MONOGRAPHS ONLINE REPORTING FORM

Fields with an asterisk (*) are mandatory

#### 1. Applicant's and Host Institution's (HI) Details

<table>
<thead>
<tr>
<th>1.1. Applicant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Family Name *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Birth Family Name (if applicable)</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Title *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Function</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Date of Birth *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Gender *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Nationality *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>E-mail *</td>
<td>Automatically filled in</td>
</tr>
</tbody>
</table>

- Are you currently funded by the FNR (AFR, CORE, OPEN, PEARL, ATTRACT, INTER)? If yes, please indicate your project code * Yes/No and code
- Is the activity related to the project for which you are funded? Yes/No

<table>
<thead>
<tr>
<th>1.2. Host Institution's Correspondence Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Host Institution *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>If 'Other Institution', please specify</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Street name, number *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>P.O. Box</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Postal code *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>City/Town *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Country *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Phone number *</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Fax number</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Family Name of Administrative Head</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>First Name of Administrative Head</td>
<td>Automatically filled in</td>
</tr>
</tbody>
</table>
## 2. Description of the Publication

### 2.1. Description

<table>
<thead>
<tr>
<th>Description of the Publication (max. 3900 characters)</th>
<th>Title of the Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the main author</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Names of the co-authors</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Name of the publisher</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>ISBN number</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Book format</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Color print</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Number of pages</td>
<td>Automatically filled in</td>
</tr>
<tr>
<td>Date of Publication</td>
<td>Day/Month/Year</td>
</tr>
<tr>
<td>Date of Open Access Publication (if requesting funding for Open Access fees)</td>
<td>Day/Month/Year</td>
</tr>
</tbody>
</table>

### 2.2. Digital copy of the publication

Upload a single PDF File with a copy of the publication. The PDF file of the publication should not exceed 20 Mb. If this is the case, make sure the size of the PDF document is reduced prior to uploading.

**Select PDF file to upload: Maximum File Size 20Mb.**

### 2.3. Coverage of the publication in the media

Upload a single PDF File describing the coverage of the publication in the media, scientific literature, etc (include any material demonstrating the success of the publication)

**Select PDF file to upload: Maximum File Size 20Mb.**
3. Expenses and Revenues

3.1. RESCOM Monographs Financial Report

Download the RESCOM Monographs Financial Report sheet, complete it offline and upload a PDF version of the final document. Please note that if you do not submit the completed Monographs Financial Report sheet signed by the person in charge at your institution, the application will be declared ineligible. Please also bear in mind that the amount requested from the FNR should not exceed 50% of the total costs and should not exceed the maximal amount communicated in the FNR funding decision letter, as indicated in the RESCOM Guidelines.

**Select PDF file to upload: Maximum File Size 20Mb**

Total costs of the event (EUR) *

Total amount of event costs in EUR. Make sure that the funds that you indicate here are the same as indicated in the RESCOM Financial Report. Do not use points or commas as decimal separators.

Total FNR contribution (EUR) *

Total amount to be reimbursed by FNR in EUR

Other funding (EUR) *

Funds of your HI, sponsors, fees in EUR

Comments:

Specify other sources

Please upload a PDF file containing the invoices for all budgetary headings. An exception is made for the 4CU (CRP-Gabriel Lippmann, CRP-Henri Tudor, CRP-Santé, CEPS/INSTEAD, UL) who do not need to submit the copies of the invoices

**Select PDF file to upload: Maximum File Size 20Mb**

3.2. Differences between expected and real expenses:

In case there is a considerable difference between the expected and the real expenses, explain

Enter up to 3900 characters describing the differences between expected and final expenses

4. Validation

4.1 Declaration:

☐ I hereby declare that the information provided in the final report is correct and complete.
# RESCOM Scientific Monographs Final Financial Report

<table>
<thead>
<tr>
<th>RESCOM Project ID:</th>
<th>Overall budget summary of the monographs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total incomes (excluding RESCOM funding)</td>
</tr>
<tr>
<td></td>
<td>Indicate the sum of all incomes excluding RESCOM funding (Registration fees, sponsors, etc)</td>
</tr>
<tr>
<td></td>
<td>Total expenses</td>
</tr>
<tr>
<td></td>
<td>Indicate the sum of all expenses (including expenses not eligible for RESCOM funding)</td>
</tr>
<tr>
<td></td>
<td>Costs not covered</td>
</tr>
</tbody>
</table>

## RESCOM budget summary

<table>
<thead>
<tr>
<th>Heading</th>
<th>Eligible costs</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layout costs (only in case of outsourcing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correction costs (only in case of outsourcing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing and Publication costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translation costs (only for abstracts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open Access costs (only if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other eligible costs</td>
<td></td>
<td>Give a short explanation of these costs</td>
</tr>
<tr>
<td>Overheads</td>
<td>€</td>
<td>-</td>
</tr>
<tr>
<td>Total Eligible Costs</td>
<td>€</td>
<td>- Automatically filled in</td>
</tr>
</tbody>
</table>

Max FNR contribution communicated in grant agreement

Final requested FNR contribution

| 50% of Total Eligible Costs | € | - Automatically filled in, for FNR purposes |
| Final FNR contribution | | For FNR purposes |

Print and sign the completed document, then upload it as PDF attachment to section 3. Expenses and Revenues of the RESCOM Monographs Online Application Form

Signature and stamp by financial officer or legal representative:

FNR / B.P. 1777 / L-1017 Luxembourg / T +352 26 19 25 50 / E-mail: rescom@fnr.lu / www.fnr.lu