Guidelines
RESCOM GUIDELINES

FINANCIAL SUPPORT FOR THE ORGANISATION OF SCIENTIFIC EVENTS

International Scientific Conferences
Lecture Series
MAY 2020

Information for Applicants

1. Introduction ....................................................................................................................... 2
   1.1. General Principles .................................................................................................. 2
2. Requirements for Proposals .............................................................................................. 2
   2.1. Eligible Applicants .................................................................................................. 2
   2.2. Deadlines .............................................................................................................. 3
   2.3. Requirements ........................................................................................................... 3
   2.4. Language ................................................................................................................. 4
   2.5. Financial Contribution .............................................................................................. 4
3. Submission and selection process ..................................................................................... 5
   3.1. Submission process ................................................................................................ 5
   3.2. The selection process .............................................................................................. 7
   3.3. Selection Criteria .................................................................................................... 8
   3.4. Funding Decision ................................................................................................... 8

Information for Beneficiaries

4. Media relations & Acknowledgement of FNR support ....................................................... 9
5. Reporting and Payment ................................................................................................... 10
   5.1. Reporting ............................................................................................................... 10
   5.2. Payment ................................................................................................................. 11

Annex

1. Online Application Form ............................................................................................... 12 - 15
2. Application Annexes ...................................................................................................... 16 - 17
3. Budget Summary Sheet ................................................................................................. 18 - 19
5. Communication Form .................................................................................................... 20 - 21
6. Online Final Reporting Form ....................................................................................... 22 - 25

Changes to the previous call:

1. Introduction
   1.1. General Principles
During the selection process of lecturers and/or keynote speakers, the FNR expects the applicant to adopt an inclusive attitude towards gender and ethnical diversity, while also considering experts from different career stages.
2.3. Requirements
a) International Scientific Conferences
- represent at least 30% of each gender among the invited keynote speakers;

b) Lecture Series
- represent at least 40% of each gender among the invited lecturers;

2.5. Financial Contribution
2.5.1. Maximum Amount of the Financial Contribution

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Maximum amount of FNR funding (in EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Scientific Conference</td>
<td>50,000</td>
</tr>
<tr>
<td>Gender balance bonus: 10% of maximum amount of FNR funding</td>
<td></td>
</tr>
<tr>
<td>Additional budget of maximum 5,000</td>
<td></td>
</tr>
</tbody>
</table>

5. Reporting and Payment
5.1. Reporting
5.1.1. Final Report
In case the gender balance bonus was requested in the initial application, the final report needs to highlight the relevant information on the gender of all keynote speakers. If the additional budget of maximum 5,000 EUR was requested in the initial application, the final report needs to highlight the offered initiatives to enable young scientists to attend the conference.
1. Introduction

1.1. General Principles

The objective of the Support for Research Communication (RESCOM) scheme is to provide competitive funding to support communication between researchers in view of disseminating and exchanging scientific outcomes. Thus the FNR provides co-funding for the organisation of outstanding International Scientific Conferences\(^1\) and Lecture Series in Luxembourg. During the selection process of lecturers and/or keynote speakers, the FNR expects the applicant to adopt an inclusive attitude towards gender and ethnical diversity, while also considering experts from different career stages.

**International Scientific Conferences (ISC)** are events that provide the opportunity for leading scientists and young researchers to meet for discussion on the most relevant and most recent developments in their fields of research. International Scientific Conferences should bring together more than 100 researchers from more than five countries, and should be open to scientists world-wide from academic and private sectors. The presented topics should be at the forefront of scientific research and interdisciplinary when appropriate. In addition to keynotes and lectures, the conference should also include poster sessions, round table discussions and/or discussion groups. The FNR encourages the submission of applications for International Conferences which are part of an existing series, or which are organised in collaboration with renowned partners.

**Lecture Series (LS)** are a forum for the exchange of ideas, intellectual enrichment and for community building bringing together the Luxembourg research community at large (e.g. researchers, scientists, faculty, PhD students and other informed local stakeholders from various public and private institutions and disciplines). Lecture Series consist of lectures by highly recognised researchers from institutions across Europe or the rest of the world whose research results impact the research landscape. The Lectures should provide overviews of the current state of research and innovation, stimulate cross- and/or interdisciplinary discussion of pioneering ideas, and explore perspectives on emerging disciplines.

2. Requirements for Proposals

2.1. Eligible Applicants

Are eligible for RESCOM funding:

- Public institutions performing research in Luxembourg
- non-profit associations and foundations performing research in Luxembourg that have obtained a special authorization from the Ministry for Higher Education and Research\(^2\)

The eligible institution or body will hereafter be designated as **host institution** (HI).

\(^1\) The Luxembourg Convention Bureau (www.lcb.lu) provides information and assistance in organizing large conferences in Luxembourg.

\(^2\) For more information on eligibility, please consult the following webpage: [https://www.fnr.lu/fnr-beneficiaries/](https://www.fnr.lu/fnr-beneficiaries/)
2.2. **Deadlines**

The FNR launches two calls per year with submission deadlines on **20 January** and on **30 June** (or the first working day afterwards). Applicants must submit their application no later than 14:00 (CET) on the deadline.

Depending on the type of event, applications have to be submitted to the FNR on the call deadline before the date of the event according to the following table:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Earliest starting date of the event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>20th January</strong></td>
<td>15th July (same year)</td>
</tr>
<tr>
<td></td>
<td>15th May (same year)</td>
</tr>
<tr>
<td><strong>30th June</strong></td>
<td>15th January (following year)</td>
</tr>
<tr>
<td></td>
<td>15th November (same year)</td>
</tr>
</tbody>
</table>

Incomplete applications and/or late submissions will render the application non eligible and the application will be turned down without further evaluation.

2.3. **Requirements**

To be eligible for funding, RESCOM applications have to fulfil the following conditions, depending on the specific type of event:

**a) International Scientific Conferences**

- be **scientifically** relevant for the research field;
- be based on lectures by researchers presenting the **most recent and important results** in the field and/or have a potential **impact on new developments in science**;
- bring together more than **100 researchers** (speakers, organisers and chairs excluded);
- have a wide European or **international** dimension, with participants and speakers of institutions from five or more countries;
- be open to all researchers (i.e. not on invitation only) and **widely announced** through various communication tools;
- represent at least **30 % of each gender** among the invited keynote speakers;
- have an organising committee, assisted by an **international** scientific committee whose members will approve the foreseen programme and participants;
- include a discussion period (such as poster sessions, round table discussions, discussion groups) with involvement of a **diverse mix of career stages** (i.e. from students to senior researchers);
- fit thematically to the **research priorities** of the organising HI;
- be held in **English** or, at least, provide a simultaneous translation into English;

---

3 In case the Lecture Series starts before the earliest starting date permitted by the FNR, the FNR could still finance the Lectures taking place after the earliest starting date. Information on the previous lectures of the series should be included in the application, and it should be clearly indicated which lectures are to be financed by the FNR.

4 No country, including Luxembourg, should be represented by more than 25% of the total of the registered participants.
- take place in Luxembourg.

b) Lecture Series
- be scientifically relevant for the research field;
- consist of lectures by highly distinguished scientists from institutions across Europe or the rest of the world;
- fit into the strategic development of the organising HI;
- address the research community in Luxembourg at large, e.g. researchers, engineers, scientists, faculty, PhD students and other informed local stakeholders from various (public and private) institutions and disciplines;
- be preceded or followed by a discussion period with researchers from interested institutions in Luxembourg (such as lab visits, round table or lunch with PhD students, meetings with heads of labs, ideally invited scientists would extend their stay to several days);
- represent at least 40% of each gender among the invited lecturers;
- be held in English6;
- take place in Luxembourg;
- minimum 4 and maximum 15 lectures per 12 months period.

The FNR allows only one resubmission for each application. Projects which have been submitted to FNR in previous calls and have not been retained for funding may be resubmitted once and only after the project has undergone substantial revision. It is strongly advised to take the previous reviews and panel conclusion into consideration. The FNR reserves the right to exclude projects, which have not undergone substantial changes in the resubmitted application. All FNR funded projects must comply with the EU’s General Data Protection Regulation (GDPR) with regards to all data protection issues.

2.4. Language

Applications have to be written in English. Applications written in any other language will be declared ineligible.

2.5. Financial Contribution

2.5.1. Maximum Amount of the Financial Contribution

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Maximum amount of FNR funding (in EUR)7</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Scientific Conference</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td>The FNR co-finances up to 50% of the real eligible costs. This includes all other FNR funding sources.</td>
</tr>
<tr>
<td>Gender balance bonus: 10% of maximum amount of FNR funding</td>
<td>The FNR grants a 10% bonus of the maximum amount of FNR funding after the approval of the final report. This bonus is only granted in case</td>
</tr>
</tbody>
</table>

6 In fields where the standard scientific language is French or German (e.g. law, literature, linguistics), lectures series may be held in one of these languages, if duly justified. If no justification is provided, or if the justification is not considered to be valid, the FNR will not provide funding.

7 More details to be found in section 2.5.2 of these Guidelines.
**gender balance** among keynote speakers was achieved at the conference (45-55% of each gender). This maximum amount of 5,000 EUR may be used only to **cover eligible costs**.

An additional amount of 5,000 EUR can be requested (outside the max. 50,000 EUR) for the organization of initiatives that facilitate young career scientists to take part in the conference (childcare service on premises, grants for accompanying person to take care of children during the conference, etc).

| Lecture Series | 2,000 per lecture. |

Other resources for financial support:


### 2.5.2. Eligible Costs

The following costs are eligible for funding:

<table>
<thead>
<tr>
<th>Budgetary heading</th>
<th>Eligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISC</td>
<td>LS</td>
</tr>
<tr>
<td>Accommodation and travel costs for speakers, coaches, committee members or organisers from abroad</td>
<td>Yes</td>
</tr>
<tr>
<td>Honoraria for a limited number of keynote speakers or trainers from abroad</td>
<td>Yes</td>
</tr>
<tr>
<td>Participation grants for young researchers</td>
<td>Yes</td>
</tr>
<tr>
<td>Catering (excluding conference dinners)</td>
<td>Yes</td>
</tr>
<tr>
<td>Networking activities after event (e.g. dinner)</td>
<td>No</td>
</tr>
<tr>
<td>Rental of venue (including technical equipment)</td>
<td>Yes</td>
</tr>
<tr>
<td>Printing costs</td>
<td>Yes</td>
</tr>
<tr>
<td>Cost for external personnel</td>
<td>Yes</td>
</tr>
<tr>
<td>Other costs directly related to the event (e.g. abstract book, translation, internet live streaming, give-aways)³</td>
<td>Yes</td>
</tr>
<tr>
<td>Costs for the publication of proceedings</td>
<td>Yes</td>
</tr>
</tbody>
</table>

³ These costs need to be duly justified to be considered eligible for funding by the FNR.
Costs for non-scientific activities (e.g. cultural activities, excursions, social programme, dinner, reception before or after the event) and for any activities before or after the conference are **not eligible for funding**, with the exception to networking activities for Lecture Series as indicated in the table above. Overhead costs are no longer eligible.

### 3. Submission and selection process

#### 3.1. Submission process

#### 3.1.1. FNR Grant Management System (Online Submission)

All FNR Grants, including the current RESCOM Call, are managed through an [online submission system](https://grants.fnr.lu) (FNR Grant Management System) accessible via https://grants.fnr.lu. This system provides applicants a web services 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/](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. **No paper version of the application should be sent to the FNR.**

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](https://grants.fnr.lu), install the LuxTrust certificate from [https://www.luxtrust.lu/cmscontent/file/root/ltqcaca.crt](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](https://grants.fnr.lu/help)).

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

The RESCOM application consists of the following elements:

- The [RESCOM Online Application Form](https://grants.fnr.lu/help) (template in annex 1) can be completed directly on the FNR Grant Management System and contains general details of the application;

- The supporting documentation (these documents should be uploaded to the system as PDF documents):
• The RESCOM Application Annex (different templates for ISC and LS in annex 2a-b) is a word file that should be downloaded to the applicant's desktop and completed offline. This document contains information on the application, and is different depending on the specific type of event. It is the responsibility of the applicant to ensure that the correct form is used. If the wrong form is used, the FNR considers the application incomplete and reserves the right to declare it ineligible;

• CV of the scientific committee members (no template provided) contains a short description (maximum ½ page per person) or the CV (maximum 2 pages per person) of the members of the scientific committee;

• CV of the main invited speakers (no template provided) contains a short description (maximum ½ page per person) or the CV (maximum 2 pages per person) of the members of the main invited speakers;

• RESCOM Budget Summary Sheet (different templates for ISC and LS in annex 3a-b): the duly completed form should be printed, signed by the person in charge at the institution, and a scanned PDF version of the file should be uploaded to the FNR Grant Management System;

More details on how to fill in the application forms are provided in the respective annex.

Step 3: Generate a PDF document of your application

Step 4: Check that the generated PDF contains the complete application documentation

Step 5: Submit the online application to host institution

Step 6: Host institution submits to FNR

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 no later than 14:00 (CET) on the deadline. 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

Considering the competitive nature of the RESCOM scheme, applications that do not meet international standards of high scientific quality or do not meet the requirements defined in the RESCOM guidelines, are not selected for funding.

3.2.1. Administrative Check

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

- Is the applicant employed by an eligible institution?
- Is the application complete?
- Is the application written in English?
- 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 criteria10;
- The FNR takes the final funding decision based on the reviews and available budget.

**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, the reviews 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 depending on the type of event:

**a) International Scientific Conferences**

- **Scientific relevance** for the research field;
- **Scientific reputation** of the organisers, the scientific committee, the keynote and invited speakers;
- **Scientific quality** of the lectures and the conference programme.
- Thematic fit of the conference to the research priorities of the organising HI;

**b) Lecture Series**

- Fit of the Lecture Series into the strategic development of the organising HI;
- Scientific reputation of the local organisers;
- Scientific reputation of the invited speakers;

In addition, all types of events will be evaluated based on the following selection criteria:

- **Procedure** for designing the programme and selecting the speakers.
- **Respecting of the requested minimum gender quotas.**
- **Suitability of the communication tools** (website, social media, international networks, advertisements, flyers, grants) used to:

10 Templates of the review forms are available on the FNR website for consultation purposes only.
• inform about the event and thus to attract established scientists as well as young investigators from across Europe and the rest of the world\textsuperscript{11,12};
• ensure that the outcomes of the event are made visible;
• reach the community of researchers who will not be able to attend the event physically.

3.4. Funding Decision

Eligible applicants are informed about the funding decision within 5 months after the submission deadline.

In case of a positive funding decision, the FNR calculates the maximum amount of the financial contribution\textsuperscript{13} and a grant agreement is signed between the FNR and the Host Institution.

The payment is made on the basis of the final report, after the successful completion of the activity.

4. Media relations & Acknowledgement of FNR support

Please note the FNR requirements in view of maximising the visibility of the conference in the national and regional media:

• In the framework of the conference, applicants need to invite the media to a press meeting. In the preparation of this press meeting, please consult the communication services of the host institution.
• After the conference, a press release shall be published. In the preparation of this press release, please consult the communication services of the host institution.
• The FNR reserves the right to interview the organizers or main speakers (either directly or via telephone), in order to publish an interview on the science.lu website and other media.

It is mandatory to use the FNR logo in every publication, presentation, live streaming, publicity and on give-aways related to the event 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 http://fnr.lu/fnr-beneficiaries/how-we-fund-research/.

Furthermore, the FNR reserves the right to make a short presentation at the funded event and/or to be visible by other means (roll-ups, brochures, flyers, gadgets, etc). Successful applicants are required to complete the RESCOM Communication Form (template in annex 5) and send it back to the FNR together with the signed RESCOM Grant Agreement between the FNR and the Beneficiary.

\textbf{Note that the FNR logo must not be used} on material or media related to the event 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.

\textsuperscript{11} No country, including Luxembourg, should be represented by more than 25% of the total of the registered participants.
\textsuperscript{12} In the case of the Lecture Series, the potential of the Lectures to bring together the Luxembourg research community will be evaluated.
\textsuperscript{13} On the basis of the figures provided in the application, and depending on available funds.
5. Reporting and Payment

5.1. Reporting

5.1.1. Final report

The RESCOM Online Final Report Form is made available to the beneficiary’s account on the FNR Grant Management System soon after the signature of the contract. If this is not the case, the beneficiary should contact the FNR RESCOM Assistant or email rescom@fnr.lu. It is the beneficiary’s responsibility to submit the final report within the deadline, otherwise the FNR reserves the right to cancel the financial contribution. **No paper version of the Final Report should be sent to the FNR.**

The RESCOM final report consists of the following elements:

- The **RESCOM Online Final Report Form** (template in annex 6) is available on the FNR Online Grant Management System through the applicant’s account login;

- The supporting documentation (these documents should be uploaded to the system as **PDF documents**):
  
  - RESCOM Final Financial Report (different templates for ISC and LS in annex 7 a-b); 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 invoices\(^{14}\);
  
  - Final programme;
  
  - Digital copy of the abstract book, if available;
  
  - Digital copy of the proceedings, if funding was requested and if already available;
  
  - Any material which could illustrate the success of the event.

Considerable differences between the information provided in the application and the actual event must be explained in the final report. **In case the gender balance bonus was requested in the initial application, the final report needs to highlight the relevant information on the gender of all keynote speakers. If the additional budget of max. 5,000 EUR was requested in the initial application, the final report needs to highlight the offered initiatives to enable young scientists to attend the conference. The FNR may revise the financial contribution accordingly.**

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 six months after the end of the event.

5.1.2. Proceedings

The RESCOM proceedings submission form is made available to the beneficiary’s account on the FNR Grant Management System soon after the acceptance of the final report, only if funding for proceedings was requested and the proceedings have not been printed before the submission of the Final report. If the RESCOM Proceedings Submission Form is not made

\(^{14}\) An exception is made for the 3LU (University of Luxembourg, LIH, LIST, LISER) who do not need to submit the copies of the invoices together with the final report.
available on the FNR Grant Management System, the beneficiary should contact the FNR RESCOM Assistant or email rescom@fnr.lu. It is the beneficiary’s responsibility to submit the Proceedings Submission Form within the deadline, otherwise the FNR reserves the right to cancel the financial contribution. **No paper version of the Proceedings Submission Form should be sent to the FNR.**

The RESCOM proceedings report consists of the following elements:

- The supporting documentation (these documents should be uploaded to the system as PDF documents):
  - The electronic copy of the proceedings;
  - Updated RESCOM Final Financial Report (use template in annex 7a) duly completed and signed by the person in charge at the institution;
  - Copies of the invoices\(^\text{15}\).

In case funding for the publication of conference proceedings was granted, those have to be submitted through the FNR Grant Management System, and have to be received by the FNR at the latest 1 year after the end of the event.

### 5.2. Payment

The payment, including the gender balance bonus of 10% of the maximum amount of FNR funding, is made after the successful completion of the activity, and once the final report has been submitted to the FNR and approved. The financial contribution of the publication of proceedings (in case the Proceedings are submitted later) is paid once the Proceedings Submission Form has been submitted to the FNR. The **FNR calculates the real financial contribution** taking into account the figures provided in the final financial report and the maximum contribution communicated with the funding decision\(^\text{16}\). **An ex-post increase of the funding after the event is not possible.** If the Reports (Final Report and/or Proceedings Submission Form) have not been handed in within the deadline, the FNR reserves the right to cancel the financial contribution.

---

\(^{15}\) An exception is made for the 3LIU who do not need to submit the copies of the invoices together with the final report.

\(^{16}\) In case of additional revenues, the FNR reserves the right to reduce the grant accordingly.
RESCOM ONLINE APPLICATION FORM

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

1. Applicant's and Host Institution's (HI) 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>*</td>
</tr>
<tr>
<td>Function</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>*</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>Select from the dropdown menu</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></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>
<tr>
<td>Fax number</td>
<td></td>
</tr>
<tr>
<td>Family Name of Administrative Head</td>
<td></td>
</tr>
</tbody>
</table>
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. Details of the Activity

2.1 Title of the Activity

Title of the activity *

Type of event * Choose the type of event from the dropdown menu (ISC or LeS)

Application ID Automatically filled in

2.2 Details of the Activity

Location * Location where the activity will take place

Provisional starting date * Day/Month/Year

Provisional ending date * Day/Month/Year

Duration * Number of activity days. For Lecture Series please indicate the number and frequency of lectures

Expected number of participants from Luxembourg (excluding: invited speakers, organizers and chairs):

Expected number of participants from outside Luxembourg (excluding: invited speakers, organizers and chairs) *

Represented countries (speakers and participants) * Indicate the names of the participating countries and approximate number of participants for each country expected to be attending, based on your invitations and publicity

We request funding for conference proceedings * Select from the list: Yes/No/not applicable

Summary of the activity (short description) * Enter up to 3900 characters describing the event

Thematic domain * Please select only 1 from the dropdown menu

Secondary domain * Please select only 1 from the dropdown menu
2.3 **Scientific Committee**

Fill in the table below with the personal information of the members of the scientific committee (title, name, institution and country, field of expertise). Add as many rows as necessary.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Gender</th>
<th>Institution and Country</th>
<th>Field of expertise</th>
</tr>
</thead>
</table>

2.4 **CV of Scientific Committee**

Upload a single PDF file with descriptions (maximum 1/2 page per person) or CVs (maximum 2 pages per person) of the members of the scientific committee.

Select PDF file to upload: Maximum File Size 20Mb

2.5 **Main invited speakers and their topics**

Fill in the table below with the personal information of the main invited speakers (title, name, institution and country, field of expertise). Add as many rows as necessary.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Gender</th>
<th>Institution and Country</th>
<th>Field of expertise</th>
<th>Presence confirmed?</th>
</tr>
</thead>
</table>

2.6 **CV of main invited speakers**

Please upload a PDF file with descriptions (max. ½ page per person) or CVs (max. 2 pages per person) for maximum 10 of the main invited speakers.

Select PDF file to upload: Maximum File Size 20Mb

2.8 **Application Annex**

Download the application annex corresponding to your type of event:

- International Scientific Conferences
- Lecture Series

Download the Application Annex, complete it offline and upload a PDF version of the final document. Please note that if you do not submit the Application Annex corresponding to the specific type of event you are applying for, the application will be declared ineligible. Please also bear in mind that the application will be evaluated based on the selection criteria set out in the RESCOM Guidelines. To be successful, the application has to clearly address these criteria.

Select PDF file to upload: Maximum File Size 20Mb
3. Estimated Budget - International Scientific Conference

3.2 Estimated Expenses and Revenues

Download the RESCOM budget summary sheet

Download the RESCOM Budget Summary sheet, complete it offline and upload a PDF version of the final document. Please note that if you do not submit the completed budget summary 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 as indicated in the RESCOM Guidelines.

Select PDF file to upload: Maximum File Size 20Mb

Estimated 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 budget summary sheet. Do not use points or commas as decimal separators.

Total amount requested from the FNR (EUR) *  
Comments:

Funding from other sources (EUR) *  
Funds of your HI, sponsors, fees (in EUR)  
Specify other sources

Gender balance bonus (EUR) *  
10% of Total amount requested from the FNR (EUR) (only in case 45%-55% of each gender is achieved)

Comment how much of additional budget is requested (EUR) *  
This budget of max. 5,000 EUR, which is not counted into the maximum amount of 50,000 EUR granted by the FNR, may be used exclusively for initiatives that facilitate young career scientists to take part in the conference (e.g. childcare service).

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

Select PDF file to upload: Maximum File Size 20Mb
3. Estimated Budget - Lecture Series

3.2 Estimated Expenses and Revenues

Download the RESCOM budget summary sheet

Download the RESCOM Budget Summary sheet, complete it offline and upload a PDF version of the final document. Please note that if you do not submit the completed budget summary 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 as indicated in the RESCOM Guidelines.

Select PDF file to upload: Maximum File Size 20Mb

Estimated 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 budget summary sheet. Do not use points or commas as decimal separators.

Total amount requested from the FNR (EUR) *

Comments:

Funding from other sources (EUR) * Funds of your HI, sponsors, fees Specify other sources (in EUR)

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

Select PDF file to upload: Maximum File Size 20Mb
INTERNATIONAL SCIENTIFIC CONFERENCES

This Application Annex is for International Scientific Conferences only. If you do not submit the Application Annex corresponding to the scheme you are applying for; your application will be declared ineligible.

Name of applicant: Fill in the name of the applicant
Title of the activity: Fill in the title of the activity

1. Programme of the activity (maximum 3 pages)

Include an outline of the programme of the International Scientific Conference with session titles and brief explanations of the subjects to be covered. Please also address the following points:

- explain how the sessions fit together and the rationale for the choice of these sessions;
- include the name of the confirmed speakers for each session (in the programme outline) and the reason why they were chosen;
- describe the procedure for selecting the missing speakers;
- describe the procedure for selecting the non-invited participants (call for papers, open registration, etc);

Please also describe how you intend to stimulate discussion and the involvement of young researchers (presentations, poster sessions, round tables, etc.)

In case you want to request the additional amount of maximum 5,000 EUR, please elaborate on how the money would be used. This additional budget may be used exclusively for initiatives that facilitate young career scientists to take part in the conference (e.g. offering childcare service on premises or grants for an accompanying person to take care of children during the conference, etc).

2. Scientific Relevance for the Research Field (maximum 1 page)

Give a brief description of the scientific relevance of the event for the international research community. Please do address the following points:

- the contribution this conference intends to make to the field;
- profile of the participants who are expected to attend the conference;
- explanation of why the invited speakers (including keynote speakers) have the adequate profile for ensuring the highest scientific quality of the conference;
- if there are already other conferences being organized on the topic, explain the added value of this particular conference;
- if this conference is part of a series, please explain why it is important to organize the event in Luxembourg;
- Describe the thematic fit of the conference to the research priorities of the HI.

3. Visibility of the activity (maximum 1 page)

Give a brief description of the communication tools used to:

- inform about the event and its suitability to attract established researchers and young investigators from Europe and the rest of the world (mailing lists; websites of specialist associations, social networks; scientific journals in the field, etc);
- ensure that the outcomes of the event are made visible;
- reach the community of researchers who will not be able to attend the event physically through web presence (live streaming of session, discussion forums, etc), documentation (publication of proceedings, etc) or other media (television, newspaper, scientific journals etc).
LECTURE SERIES

This Application Annex is for Lecture Series only. If you do not submit the Application Annex corresponding to the scheme you are applying for; your application will be declared ineligible.

Name of applicant: Fill in the name of the applicant
Title of the activity: Fill in the title of the activity

1. Programme of the activity (maximum 3 pages)

Include an outline of the programme of the Lecture Series with titles of the Lectures and brief explanations of the subjects to be covered. Please also address the following points:
- explain how the Lectures fit into the Series and the rationale for the choice of these lectures;
- include the name of the confirmed speakers (in the programme outline) and the reason why they were chosen;
- describe the procedure for selecting the missing speakers;
- please also describe how you intend to stimulate discussion, networking and exchange of ideas;
- additional programme (lunch with PhD students, meeting with interested head of units, lab visits, etc.).

2. Strategic Development (maximum 1 page)

Briefly describe how the Lecture Series fits into the strategic development of the organising host institution, and how the host institution would benefit from organising the Lecture Series.

3. Involvement of the research community in Luxembourg at large (maximum 1 page)

Briefly describe the tools used to involve the participation of the Luxembourg research community at large (researchers, scientists, faculty, undergraduate and graduate students, practitioners, etc.) from the private and public sector.

4. Visibility of the activity (maximum 1 page)

Give a brief description of the communication tools used to
- inform about the lectures and its suitability to attract the Luxembourg research community at large (mailing lists; websites of specialist associations, social networks, etc.);
- reach the community of researchers who will not be able to attend the lecture physically through web presence (live streaming of session, discussion forums, etc) or other media (newspaper, etc.).
# RESCOM International Scientific Conferences Summary Budget Sheet

**RESCOM Project ID:**

**Title of activity:**

** Applicant:**

**Start and End Date of Event:**

## Overall budget summary of the event

| Total incomes (excluding RESCOM funding) | € | Indicate the sum of all incomes excluding RESCOM funding (registration fees, sponsors, etc) |
| Total expenses | € | Indicate the sum of all expenses (including expenses not eligible for RESCOM funding) |
| Costs not covered | € | Automatically filled in |

## RESCOM budget summary

<table>
<thead>
<tr>
<th>Heading</th>
<th>Eligible costs</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation and travel costs</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>Honoraria</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>Participation grants for young researchers</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>Catering</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>Rental of venue</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>Printing costs</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>Costs for external personnel</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>Proceedings</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>Total eligible costs</td>
<td>€</td>
<td>Automatically filled in</td>
</tr>
</tbody>
</table>

### Requested FNR contribution

- (must be ≤56% of total eligible costs, ≤“maximum FNR contribution communicated in the grant agreement” and ≤“total earnings”)

### Gender balance bonus

- 10% of requested FNR contribution to cover eligible costs (only in case 45%-55% of each gender is achieved)

### Additional budget of max 5,000 EUR

- This budget may be used exclusively for initiatives that facilitate young career scientists to take part in the conference (e.g., offering childcare service on premises)

### Final requested FNR contribution

- Automatically filled in

### 50% of Total Eligible Costs

- Automatically filled in, for FNR purposes

---

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

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
# RESCOM Lecture Series Summary Budget Sheet

## RESCOM Project ID:

<table>
<thead>
<tr>
<th>Overall budget summary of the event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total incomes (excluding RESCOM funding)</td>
</tr>
<tr>
<td><strong>Indicate the sum of all incomes excluding RESCOM funding (Registration fees, sponsors, etc)</strong></td>
</tr>
<tr>
<td>Total expenses</td>
</tr>
<tr>
<td><strong>Indicate the sum of all expenses (including expenses not eligible for RESCOM funding)</strong></td>
</tr>
<tr>
<td>Costs not covered</td>
</tr>
<tr>
<td><strong>Automatically filled in</strong></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><strong>Accommodation and travel costs</strong></td>
<td>€</td>
<td>-</td>
</tr>
<tr>
<td><strong>Honoraria</strong></td>
<td>€</td>
<td>-</td>
</tr>
<tr>
<td><strong>Catering</strong></td>
<td>€</td>
<td>-</td>
</tr>
<tr>
<td><strong>Rental of venue</strong></td>
<td>€</td>
<td>-</td>
</tr>
<tr>
<td><strong>Printing costs</strong></td>
<td>€</td>
<td>-</td>
</tr>
<tr>
<td><strong>Other eligible costs</strong></td>
<td>€</td>
<td>-</td>
</tr>
<tr>
<td><strong>Proceedings</strong></td>
<td>€</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total eligible costs</strong></td>
<td>€</td>
<td>-</td>
</tr>
</tbody>
</table>

## Final requested FNR contribution

| Final requested FNR contribution | € | - |

### Signature and stamp by financial officer or legal representative:

---

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

---

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

It is mandatory to use the FNR logo in every publication, presentation, live streaming, publicity, and on give-aways related to the event. The FNR logo is a quality label. The guidelines explaining the correct use of the logo (Guidelines – FNR logos & Communication Guidelines) as well as the correct wording to acknowledge FNR funding are available on [http://www.fnr.lu/fnr-publications/logos-and-communication-guidelines](http://www.fnr.lu/fnr-publications/logos-and-communication-guidelines).

Furthermore, the FNR reserves the right to have a 5-10 minutes slot for presentation at the funded event and/or to be visible by any other means (roll-ups, brochures, flyers, gadgets, etc.).

**For RESCOM International Scientific Conferences only:**

You will be asked to foresee a 5-10 minute time slot during the event for the FNR to present its funding opportunities. Make sure that you contact Mrs Jill Mousel (at rescom@fnr.lu) to find a suitable slot before you finalise the programme of your event and no later than 2 months before the start of the event.

**For all RESCOM events:**

The FNR may ask you to place an FNR roll-up in the location where the event will take place. The roll-up will be delivered by the FNR to the contact person responsible for the coordination of the activity (as defined in the form) a few days before the activity. The roll-up has to be sent back/brought back to the FNR within 5 days of the end of the activity. Please inform us immediately of any damaged roll-up so that we can repair or exchange it.

The FNR will also send you brochures and gadgets/give-aways a few days prior to the activity. These may be added to the articles in the conference bag or presented at a table, or in a display where the participants can pick them up. As we have different kinds of gadgets (e.g. pens, notepads, post-its, lanyards), please indicate your preference and we will send you the chosen gadget if available. Please also indicate the number of participants in the form so that we can make sure that we deliver the appropriate number of gadgets. In the specific case of a Lecture Series, the FNR will only provide FNR brochures.
For organisational matters, we kindly ask you to fill in the form below and send it back to the FNR together with the signed RESCOM grant agreement.

Name of the Event: ..............................................................................................................................................
Beneficiary (First Name, Family Name): ..............................................................................................................
Date of the event: ...................................................................................................................................................
Number of Participants: ...........................................................................................................................................
Preferred Gadget(s): ................................................................................................................................................

Person responsible for the coordination of the activity (= the event’s contact person concerning FNR presence at the activity):
Name: ........................................................................................................................................................................
Phone: .....................................................................................................................................................................
Email: ....................................................................................................................................

Address to which the FNR should send brochures, gadgets, roll-ups:
Name of the institution: ...........................................................................................................
Contact person: ....................................................................................................................
Street Name, Number: ...........................................................................................................
Postal Code, City: ..................................................................................................................
Country: ................................................................................................................................

Your contacts at the FNR Communication Department

<table>
<thead>
<tr>
<th>Administrative Assistant for RESCOM</th>
<th>Head of Corporate Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Mousel</td>
<td>Didier Goossens</td>
</tr>
<tr>
<td><a href="mailto:jill.mousel@fnr.lu">jill.mousel@fnr.lu</a></td>
<td><a href="mailto:didier.goossens@fnr.lu">didier.goossens@fnr.lu</a></td>
</tr>
<tr>
<td>+352-261925-50</td>
<td>+352-261925-43</td>
</tr>
</tbody>
</table>