Guidelines
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Appendix 1: PSP-Classic Online Application Form  
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Appendix 5: Questionnaire for the project evaluation (basis)  

Modifications from previous call:

Changes: 1.5.2. Funding levels per beneficiary per year

Applications that do not foresee an evaluation are not eligible!
1. General principles

1.1. Funding objective

The aim of the funding programme "Promoting Science to the Public" is to bring science closer to society, in particular Luxembourg's society. The scheme funds projects that allow the target audience to come into contact with science and research interactively. PSP-Class helps

- researchers and scientists share their knowledge with school children, students and the wider public and engage in dialogue with them;
- teachers, private individuals as well as non-profit organisations and foundations to lead interactive projects for school children, students and the wider public, giving them an overview of science and research and/or scientists' research methods.

1.2. Funded projects

The prerequisite is that the science or research is not just a side effect of the project but is placed at the centre and explicitly dealt with.

Priority is given to projects that have an interactive element, that promote exchanges and that facilitate the active, practical participation of the target audience. The audience should be engaged in research, i.e. they should be able to tackle problems themselves and work on and test hypotheses and solutions.

The choice of scientific themes is free. The funding programme is open to all disciplines. There are no restrictions in terms of format, provided that it is adapted to the target audience. Proven as well as experimental and innovative formats are accepted, e.g. workshops, interactive debates, hands-on exhibitions, practice-oriented excursions, audio-visual projects, performances, new media, etc.

*Books and films, for example, may also be co-funded, but only where they form part of a comprehensive communication concept that fosters interactive dialogue with the public (e.g. in the form of an interactive debate or series of workshops).*

*Classic conferences, including only a limited amount of interaction with the audience, are not funded.*

It is also important to give projects visibility. This includes disseminating the results of the project. Where a project so allows, the media should also be involved to further promote the visibility of scientific themes and activities among the wider public.

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

**Specific rules for scientific school projects and trips:**

**Funding up to a maximum of €250 per participant** can be awarded for scientific school trips based on the number of days that science/research is at the centre of the project, originality of the project, preparation and follow-up, and evaluation.

**School trips are only eligible if the themes are prepared ahead of the trip and followed up in class.** So, for example, project results may be presented to other students or parents as a small exhibition, presentation or in another form. Some schools also present their
results at open days or on the school website. Also, to be eligible, the project must be evaluated, e.g. through a satisfaction questionnaire (see below for details on evaluation).

Furthermore, school trips are only supported that allow students to engage interactively and practically with the scientific approach (i.e. independent problem solving, building hypotheses, testing hypotheses, assessing results) – throughout the entire duration of the trip (e.g. a "research week" with daily work in the field and in the laboratory).

Trips that offer this only partially and/or are restricted to more conventional visits to museums or other institutions may also be co-funded, but only to a limited extent. There must be a central focus on science and research during a minimum of 3 full days, otherwise the proposal is not eligible for funding.

Evaluation: IMPORTANT

The FNR expects beneficiaries to measure the satisfaction of their target audience via a questionnaire, either during or after the project (you can download a questionnaire for inspiration from https://www.fnr.lu/classic, see also Appendix 5). The questionnaire does not have to be filled in by the totality of the participants, but a representative sample is required. Applications that do not foresee an evaluation are not eligible! A summary of the evaluation results must be included in the final report of your project.

The following types of projects are not funded under PSP-Classic:

- Research projects
- Communication between researchers; communication that is part of university training (students); communication with the aim of applying research results and transferring technology (including conferences where experts and researchers share their knowledge with a professional audience)
- Promotional activities, institutional communications
- Classic, ex cathedra conferences
- Activities that are part of the Science Festivals or Researchers' Days (these activities are advertised and financed by the FNR under separate calls for applications).

1.3. Target audience

The target audience may be freely chosen but must be clearly defined. Projects may be aimed for example at adults, young people, children or schools. Projects for both small and large groups are supported but the costs should reflect the number of participants.

1.4. Beneficiaries

Applications may be submitted by public entities and state authorities with a research assignment in Luxembourg or by teachers, researchers, scientists, students, private individuals as well as non-profit organisations and foundations engaged in scientific activities in Luxembourg.

Applicants may apply as private individuals or on behalf of their institution. If you apply on behalf of an institution, an authorised person must sign the application.
1.5. Funding levels and eligible costs

1.5.1. Funding levels per project

The eligible costs per project are between EUR 1,000 min. up to a maximum of EUR 50,000.

Please note: Projects may not be divided into sub-projects. For example, if a school sends three classes at the same time on the same school trip, it may submit only one application. The same applies when an institution organises an event such as a series of workshops. In this case, only one application should be submitted.

1.5.2. Funding levels per beneficiary per year

A maximum of EUR 50,000 may be approved for any given beneficiary per year (beneficiaries can submit multiple projects, as long as the maximum contribution for any given beneficiary does not exceed EUR 50,000 EUR per year).

Exceptions are public institutions performing research. The limit per project remains a maximum of EUR 50,000, but the overall contribution that can be given to those beneficiaries may exceed EUR 50,000 per year if duly justified.

1.5.3. Co-financing projects

Financial contributions from FNR under the PSP-Classic scheme should be understood as co-financing.

In the case of large projects, applicants will be expected to provide a higher proportion of own resources or external funding. Exceptions may be possible in justified cases.

In your request, please provide details of what other resources are available to you to fund your project (e.g. resources from your own organisation, financial contributions from participants or other external funding). The FNR does not finance any project co-financed by organisations whose interests and aims are incompatible with FNR principles.

1.5.4. Eligible costs

The following costs may be borne by the FNR to carry out the scientific part of the activity:

- Costs for external personnel (specifically required for the project), including speaker fees
- Travel, hotel and catering costs for guest speakers, moderators, facilitators, etc.
- Material costs (equipment, prizes, etc.)
- Room rental
- Promotional and printing costs (posters, flyers, programmes and invitations, etc.)
- Travel costs, entrance fees, guiding fees, accommodation, catering, etc. (for school activities abroad)
- Other costs directly connected with the project

Costs for non-scientific activities (framework programme) or activities that do not involve the target audience are not covered.
General information:

Where possible, please provide cost estimates for the various budget items with the application. If your project is positively evaluated, the FNR will calculate the amount of the maximum financial subsidy based on the figures provided by you. An advance payment amounting to up to 80% of the approved grant is made after signature of the contract. Any remaining payment is made subsequent to the activity, based on information in the final report, i.e. based on actual expenditure\(^1\).

1.6. Project duration

Projects should last no longer than one year.

\(^1\) 3LIU (UL, LIH, LIST, LISER): Copies of invoices or extracts from the bookkeeping system are not required. Other recipients: Copies of invoices must be attached.
2. Selection procedure

The selection procedure is in three successive parts:

2.1. Administrative check

The FNR receives the applications and checks whether the prerequisites are met:

- Is the applicant entitled to submit an application? (see 1.4.)
- Is the application complete and signed by the competent persons?
- Have the deadlines been adhered to? (see 3.2.)

2.2. Evaluation

The FNR selection procedure guarantees the applicants a state-of-the-art evaluation according to the selection criteria listed below.

The selection procedure consists of the following steps:

- All valid applications are assessed according to the selection criteria.
- A funding recommendation is made for each application.
- On the basis of this funding recommendation, the FNR makes the final funding decision.

The information provided by candidates are treated as confidential by the FNR and used exclusively for assessment and selection purposes.

Correspondence with experts, evaluations and expert identities are confidential and are not made available to applicants.

2.3. Evaluation criteria

The following evaluation criteria are taken into account:

- Project idea and suitability of methods/content with regard to the target audience
  - The project idea is clear and relevant.
  - The target audience is appropriate and clearly defined.
  - Research/science is at the forefront of the project.
  - The method is appropriate: the project is interactive and practice-oriented, the participants are actively engaging in research.
  - In the case of school trips: themes are prepared and followed up in class.
  - In case the project has been organised before: former experience is referred to in the application.
- Expected effects in qualitative and quantitative terms
  - Main objective of the project: to explain the scientific method to the target audience, stimulate receptiveness to scientific themes, awaken the natural curiosity of children, increase critical judgement among the target audience as regards scientific themes, develop an understanding of scientific professions, get feedback from the target audience on a scientific theme, respond to audience inquiries, etc.
  - Number of persons to be reached by the project and benefits for the participants.
Visibility of the activity: The results of the project are presented to other audiences (this applies in particular to school projects) and the media are involved, if possible.

Reminder: Evaluation of projects

The FNR expects beneficiaries to measure the satisfaction of their target audience via a questionnaire, either during or after the project (you can download a questionnaire from https://www.fnr.lu/classic for inspiration, see also Appendix 5). The questionnaire does not have to be filled in by the totality of the participants, but a representative sample is required. A summary of the evaluation results must be included in the final report of your project.
3. Application procedure

3.1. Language

Applications may be made in German, French or English.

3.2. Deadlines and notification of decisions

Applications must be submitted twice yearly at fixed deadlines:

1. Call in year:
   - **Deadline of 1 March 14:00 CET** (or on the first working day after this date) for projects taking place after 30 April
   - Notification of decision: before the end of April

2. Call in year:
   - **Deadline of 20 October 14:00 CET** (or on the first working day after this date) for projects taking place after 15 December
   - Notification of decision: before mid-December

3.3. Completing and submitting the form

All applications must be submitted online via the FNR Grant Management System [https://grants.fnr.lu](https://grants.fnr.lu).

Please note that you must first register in the FNR Grant Management System before you can create an application. If you are having problems logging onto the system, please install the LuxTrust Certificate first: [www.luxtrust.lu](http://www.luxtrust.lu).

**To make an application, you must complete the following steps:**

**Step 1:** Create a user account at [https://grants.fnr.lu](https://grants.fnr.lu).

**Step 2:** Create a new application. Read through the "Promoting Science to the Public" guidelines in detail.

**Step 3:** Complete your application online and upload the required attachments.

A PSP-Classic application consists of the following elements:

- The **PSP-Classic Application Form** (see Appendix 1) is completed online in the FNR Grant Management System.

- The **Signature Form** (see Appendix 2): The form must be downloaded from [https://www.fnr.lu/classic](https://www.fnr.lu/classic), printed out, signed, scanned and uploaded to the FNR Grant Management System as a PDF file.

Useful tips:

- You can save the application at any time and work on it again later.
- The uploaded documents will only appear in the document list once you have saved your application – by pressing the key "Form fully completed and ready for PDF generation".
• You should create the PDF document only when the entire application has been completed.

**Step 4:** Submit the application online (‘Submit’ button) before the deadline. Please ensure that you are sent an automatic receipt. Please also ensure that all tasks have disappeared from your inbox in the online system. If this is not the case, the application has not been correctly submitted.

### 3.4. Guidelines for using the FNR logo

The use of the FNR logo and a reference to the FNR financing is mandatory in all publications and presentations connected with the activity and in public relations (including in contacts with the media). The logo, the guidelines for using the logo and the exact formulation for referring to FNR financing can be found at [https://www.fnr.lu/download-center/](https://www.fnr.lu/download-center/).

Please note that the FNR logo may only be used after the FNR has issued you with a positive financing decision.
4. Payment and final report

4.1. Payment

Payment is made subsequent to the activity, based on information in the final report, i.e. based on actual expenditure².

An advance payment amounting to up to 80% of the approved grant is made after signature of the contract. **Any remaining payment is made subsequent to the activity, based on information in the final report, i.e. based on actual expenditure.**

4.2. Final report

The final report (see Appendix 3) must be created in the FNR Grant Management System and submitted online no later than 6 months after project completion; otherwise, the FNR reserves the right to cancel the financial contribution.

Higher expenditure than the costs originally proposed must be explained in the final report. Where there is a financial surplus (earnings or profit), the approved grant will be reduced accordingly by the FNR. The FNR reserves the right to check all invoices and account entries on-site.

The final report consists of the following elements:

- A summary of the project results for publication on the website www.science.lu
- A detailed description of the activity and the results achieved
- An evaluation of the participants’ satisfaction
- The project end programme
- Additional materials (press articles, photographs, instructions, etc.)
- A detailed overview of the real, eligible expenditure and income, and copies of invoices
  
  **Exception:** 3LIU (UL, LIH, LIST, LISER): Copies of invoices or bookkeeping statements are not required.
  
  - The Final Report Validation Form (see Appendix 4)

4.3. Contact

For further queries, please contact Ms Jill Mousel (Tel: +352 26 19 25 50, e-mail: jill.mousel@fnr.lu) or Mr Joseph Rodesch (Tel: +352 26 19 25 60, e-mail: joseph.rodesch@fnr.lu).

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² 3LIU (UL, LIH, LIST, LISER): Copies of invoices and extracts from the bookkeeping system are not required. Other recipients: Copies of invoices must be attached.