Programme
Description & Application
Guidelines
PSP-FLAGSHIP
PROGRAMME DESCRIPTION
& APPLICATION GUIDELINES

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Appendix 1: PSP-Flagship Online Application Form
Appendix 2: PSP-Flagship Financial Guidelines

NEW 2019:

- GDPR compliance
- Steering committee
1. General principles and objectives

To establish Luxembourg as a leading knowledge society, science and research need to be anchored sustainably in the public consciousness. Therefore, the Luxembourg National Research Fund (FNR) encourages and supports all actors engaged in scientific activities to promote an active exchange between science and society.

To further strengthen this exchange, the FNR programme PSP-Flagship has been developed to help set up long-term science outreach activities with a sustainable and lasting impact on the promotion of science to the public in Luxembourg.

1.1. Funded projects

There are no restrictions in terms of the project format as long as it is adapted to a target lay audience (e.g. pupils, students, teachers, educators or adult laypeople of any kind). The promotion of science or research needs to be placed at the centre and projects must include the active participation of the audience. They should have an interactive, hands-on element and, if possible, support the (repeated) exchange with the audience. The programme is open to proposals from all scientific disciplines. A successful concept from abroad can be adapted to the Luxembourg context.

Projects are expected to achieve qualitative aims like increasing scientific literacy, explaining the scientific method, stimulating curiosity and receptiveness to scientific themes, increasing critical judgement as regards scientific themes, developing an understanding of scientific professions, getting feedback from the target audience on a scientific theme, promoting gender-balance in science, promoting life-long learning, training “vectors” that will enable better communication towards the general public etc. Applicants will have to include an evaluation plan explaining how they foresee to measure the outcomes/impact of their projects.

Projects whose primary aim is to generate results for a research project are not eligible. Exceptions may be possible for citizen science projects, which aim to promote science to the public by actively involving their target audience in a real research project. Citizen science projects are only eligible if submitted by (a) researcher(s) at eligible Luxembourgish institutions¹ or in partnership with such (a) researcher(s).

The main difference between the PSP-Flagship and the PSP-Classic programmes is that projects are funded over a longer period of time, in order to achieve a higher and more lasting impact.

Both new and ongoing projects are eligible. Applicants submitting an ongoing project need to show how they plan to use the funding to make their activities evolve in order to achieve further impact.

¹ Public institutions performing research; non-profit associations and foundations engaged in research that are accredited by the Ministry of Higher Education and Research.
Projects must aim for maximum visibility. This means informing the target audience about it and communicating the outcomes of activities. If possible, the media should also be involved to further promote the visibility of scientific themes and activities among the general public.  

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

Potential applicants are strongly advised to contact the FNR well before the submission deadline to discuss their proposal idea and verify that they are eligible.

1.2. Scope and duration of funding

The PSP-Flagship funding is intended for a 3-year period (compulsory duration). Projects to promote science to the public may obtain co-funding of up to €400,000 (exceptions may be possible if duly justified).

Co-funding by the applicants and/or other sources than the FNR is expected and preference will be given to projects with higher portions of co-funding. Applicants will have to indicate in their proposals which other resources are available to fund their projects (e.g. institutional funding, participant fees, third-party funding, in-kind benefits).

It is highly desirable that projects operate in a continuing and self-sustaining manner in the long term. Therefore, applicants must hand in a plan indicating how they foresee to finance their activities after the initial 3-year period, even in the absence of FNR funding.

In case a follow-up funding by the FNR is required, applicants should bear in mind that this will only be possible at a reduced amount of up to 50% of the previous funding (exceptions may be possible if duly justified).

1.3. Potential beneficiaries

Applications may be submitted by public institutions with a research assignment in Luxembourg or by not-for-profit associations*, foundations and other public institutions engaged in promoting science and research to the public in Luxembourg. Private individuals are not eligible to apply.

For each project, the eligible institution(s) designate(s) a ‘Project Leader’, who is in charge of the project and of submitting it to the FNR. Each project must be accompanied by the approval of the person(s) authorised to legally commit the institution(s).

A signed letter of commitment needs to be provided by every consortium partner (contracting and non-contracting), also by partners that contribute only financially to the project.

*Not-for-profit organisations are only eligible to submit a stand-alone application if their annual income totals at least the amount of funding requested by the FNR for the PSP-Flagship project. In other words: PSP-Flagship funding cannot be higher than the total annual income of the organisation at the time of application. Exceptions may be possible if required, the FNR may assist Flagship projects with the promotion of their activities. Beneficiaries are also expected to provide information for and to participate in the FNR’s main communication channels, i.e. science.lu, public events.
duly justified. The most recent annual accounts of the organisation must be submitted as part of the application.

1.4. Eligible costs

The **following categories of direct costs are eligible** for funding by the FNR under the PSP-Flagship scheme:

- Personnel costs
- Equipment
- Consumables
- Travel and training costs
- Subcontracting (e.g. freelancers, communication agencies, event agencies, caterers, speakers)
- Other costs directly connected with the project (e.g. communication/marketing, documentation, room rental if essential to the project, international experts in a steering committee)

The FNR does not provide funding for indirect costs (overheads) within the PSP-Flagship programme.

For further details regarding eligible costs, please refer to the Financial Guidelines in Appendix 2.
2. Application and selection procedure

2.1. Application procedure and selection process

Proposals must be written in English and submitted in electronic format no later than 14:00 (CET) on the deadline date, using the online submission system (FNR Grant Management System) [https://grants.fnr.lu](https://grants.fnr.lu).

In order to be retained for evaluation, proposals must fulfil all of the following eligibility criteria:

- Be submitted before the deadline via [https://grants.fnr.lu](https://grants.fnr.lu) by an eligible institution (see 1.3.)
- Be complete (i.e. all of the requested components and completed forms must be present)
- Respect the format and page limitations
- Respect the eligibility criteria for the Project Leader (name needs to be known at the time of submission)
- Fall within the scope of the PSP-Flagship programme

After this check, all eligible proposals will be evaluated in writing by three independent, international experts in the relevant field. The proposals will be evaluated with regard to the criteria set out below. Following the written evaluation process, a shortlist of candidates will be invited to present their proposals to an expert panel. This panel will then issue a funding recommendation based on the external reviews and the interview. The final decision will be taken by the FNR upon the expert panel’s recommendations.

This evaluation follows the FNR’s standard selection procedures that are based on international peer review. The identity of the reviewers is confidential and will not be disclosed to the applicants.

2.2. Evaluation criteria

1. Project idea and suitability of methods/contents with regard to the target audience

- Clarity and pertinence of the project idea
- Promotion of science/research at the forefront of the project
- Clearly defined lay target audience
- Potential of the project to attract the target audience
- Interactive and practice-oriented, with actively engaged participants (if possible: repeated exposure of the audience to science/research)
- Awareness of the Luxembourg context and motivation to address a current challenge in Luxembourg
- Knowledge of current best practice/literature regarding science outreach/communication and appropriateness of references

Ongoing projects: please explain how a PSP-Flagship will enable you to further develop your project.
2. Feasibility, quality and efficiency of the project plan
   - Efficient and ambitious project plan, but feasible within the 3-year timeframe
   - Appropriate requested human resources and budget (including co-funding)
   - Where applicable: necessary infrastructure(s) to be available at the start of the project

3. Experience of the Project Leader and the team
   The track record of both the Project Leader and the team will be evaluated. The Project Leader and the team members need to be experienced in promoting science or research to lay audiences. The respective roles of the team members in the project need to be clear. **Project Managers/staff that will work at least 50% of their time on the project should be known at the time of submission.** If this is not possible, a detailed job description and profile of the person(s) to be hired must be included in the application. If retained for PSP-Flagship funding, compelling evidence must be provided in the first annual report that (a) person(s) with the corresponding experience and profile was/were indeed hired. In addition, applicants will need to detail how administrative and financial tasks associated with the project will be taken care of, and how communication and management decisions will be organised.

4. Expected outcomes and potential for long-term impact
   - Number of people to be reached and effect on the target audience (e.g. a change in knowledge and understanding, skills, attitudes and values, enjoyment, behaviour)
   - Visibility of the project
   - If applicable: Collaborations with similar, complementary projects/institutions in Luxembourg
   - Sustainability (beyond the initial 3-year period)
     - Long-term vision and strategy of the project
     - Sustainable and lasting impact in Luxembourg
     - Financial strategy to support self-sustainability in the long term

Note: When thinking about the outcomes/impact of your project and how to evaluate them, you will need to think about quantitative indicators as well as qualitative ones, i.e. How will you measure the effect of your project on your audience? Is there evidence for a change in knowledge and understanding, skills, attitudes and values, enjoyment, behaviour… among your audience? Think about the right questions and key performance indicators for your project. Also think about the possibility to evaluate the effect on your audience over a longer period of time, and not only immediately after an event.

The following links provide interesting resources to help think about outcomes, impact and how to evaluate them:
http://www.artscouncil.org.uk/measuring-outcomes/generic-learning-outcomes#section-2

https://www.publicengagement.ac.uk/plan-it/evaluation/evaluation-resources
3. PSP-Flagship Call 2019

3.1. Call deadline and information of candidates

The PSP-Flagship Call 2019 has the following mandatory deadline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 September 2019, 14:00 CET</td>
<td>Submission of proposals</td>
</tr>
<tr>
<td>End of February 2020</td>
<td>Communication of funding decision to applicants</td>
</tr>
</tbody>
</table>

3.2. Your project has been selected. What happens next?

Project start

Once your project has been selected for funding by the FNR, a contract will be set up including a detailed budget and a project description with milestones (including information on payment instalments). Projects can start immediately after notification:

- Earliest start of projects: 1 March 2020
- Latest start of projects: 1 July 2020

Progress reports and project follow-up

Progress reports are based on agreed milestones and funding is released upon acceptance of the reports by the FNR. Beneficiaries will have to provide annual reports outlining progress, milestones achieved, further plans and (if applicable) explanations for deviations from original plans. At the end of the 3-year period, a final report will have to be handed in. All reports will be evaluated by the FNR, with the additional help of external experts for the evaluation of the final report. Field visits by the FNR may also be scheduled.

The set-up of a steering committee for each project is mandatory. This steering committee should be composed of at least 3 national or international experts in the domain (not from the core team) and one representative from the FNR as observer. The mission of the committee should be to provide advice, evaluate progress and provide feedback with regards to defined objectives. It should meet at least once a year and provide a written report, which is to be attached to the annual report to the FNR. Costs associated with the organisation of steering committees can be requested as part of the PSP-Flagship budget.

3.3. Guidelines for using the FNR logo

The use of the FNR logo and a reference to FNR financing is mandatory in all publications, presentations and public/media relations connected with the activity. Please note that the FNR logo may only be used after the FNR has issued you with a positive financing decision.

3.4. Programme contact

For further queries, please contact Mr Jean-Paul Bertemes (Tel: +352 26 19 25 61, e-mail: jean-paul.bertemes@fnr.lu).

Potential applicants are strongly advised to contact the FNR well before the submission deadline to discuss their proposal idea and verify that they are eligible.
PSP-FLAGSHIP PROGRAMME
ONLINE APPLICATION FORM

1.1. FNR Grant Management System

Proposals must be written in English and submitted in electronic format no later than 14:00 (CET) on the deadline date, using the online submission system (FNR Grant Management System) [https://grants.fnr.lu](https://grants.fnr.lu). This system provides applicants with a web services interface for automated submission and further monitoring of completed grant applications and related services.

Once you have created a user account, the system will guide you through the different steps of the application procedure. The welcome page of the FNR Grant Management System shows you the content of your Inbox.

In your Inbox, click ‘Create New Application’ and select the PSP-Flagship programme.

The form has to be filled in and submitted online. The form can be saved at any time and you can come back to it later. To validate a section and jump to the next one, click the ‘Save draft and continue to next section’ button. Additional documents are available as Word/Excel documents at [https://www.fnr.lu/download-center/](https://www.fnr.lu/download-center/); they will need to be downloaded, filled in, converted to PDF and uploaded to the system.

When you have finished filling in the different sections and when all the requested documents have been uploaded, click on the button ‘Form fully completed and ready for PDF generation’. Make sure that all mandatory questions (marked with *) have been filled in and that all uploaded documents are complete and in line with the format requirements. Finally, click on the button ‘Submit your application’ in your Inbox. A few minutes later, you will receive an acknowledgement e-mail to your e-mail address. Should this not be the case, please contact us as the application has not been submitted correctly.
1.2. Completing the online application form

Detailed information on how to prepare your proposal is given on the following pages in blue italic characters.

1. Applicant

1.1. Project Leader

- Surname:
- First name:
- Title:
- Institution:
- Function:
- Date of birth:
- Gender:
- Nationality:
- Phone number: Indicate the project leader's phone number at the institution
- E-mail: Ditto

1.2. Coordinating institution

- Name of institution:
- Department/Research group: If applicable
- Surname of Administrative Head of institution:
- First name of Administrative Head of institution:
- Street, number:
- PO Box: If applicable
- Town/City:
- Country:
- Website: Provide the institution's website, or a website specific to the activity (if applicable)

2. Project information

2.1. Project details

- Application ID: Generated automatically by the system
- Project title: The title should be no longer than 200 characters (spaces included)
- Project acronym: The acronym should be no longer than 10 characters
- Keywords: keywords related to the project
- Project start: Please note that the FNR reserves the right to review any offer of support if the start of the project is delayed to a date beyond 1 June 2020
- Duration: 36 months (compulsory duration)
- Target audience: Who is the project for?
- Total project costs €: Replicate here the amount calculated in the PSP-Flagship Excel Budget Sheet (see section 4.2. of the application form)
2.2. Project summary

Write a concise project summary (*max. 2,500 characters, spaces included*) outlining the main elements of your project: Which challenge are you addressing? What is your goal? How do you plan to achieve it? Who is your target audience and how many people will you engage with? The summary should provide a clear understanding of the objectives of the proposal and how they will be achieved. The text will be used as the short description of the proposal during the evaluation process, i.e. by external experts.

3. Project partners and human resources

*The FNR distinguishes between:*

- **Contracting partner:** A partner institution eligible for funding and seeking financial support from the FNR
- **Other partner:** Organisations or individuals participating in or supporting the project (e.g. via cash donations, staff, in-kind benefits) without financial support from the FNR

3.1. Contracting partner(s)

*Add only institutions different from the Coordinating institution*

- Name of institution:
- Department/Research group: *If applicable*
- Contact person: *Person in charge of the project at the institution*
- Function: *Function of the person in charge of the project at the institution*
- Website:

3.2. Other partner(s)

- Name of institution:
- Department/Research group: *If applicable*
- Contact person: *Person in charge of the project at the institution*
- Function: *Function of the person in charge of the project at the institution*
- Website:

3.3. Human resources

In the following table you should list all the members of the team, by importance for the project. The Project Leader must be known at the time of submission, as should be Project Managers/staff to be hired who will work at least 50% of their time on the project. If new staff needs to be hired for the project, you will have to make sure that they are in place at the start of the project.
4. Attachments

4.1. Project description

The **PSP-Flagship Project Description Form** is available for download at [https://www.fnr.lu/download-center/](https://www.fnr.lu/download-center/). The format instructions and the page limits of each section must be respected. Otherwise the FNR may decide to shorten the document and forward only the correct amount of pages to the external evaluators. After completion of the Word document, please convert it to PDF and upload it into the system.

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Role</th>
<th>Person*months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the person, N.N. if the name is not available yet</td>
<td>Institution where the person is / will be working</td>
<td>Role in the project, e.g. Project Leader</td>
<td>Person*months on the project</td>
</tr>
</tbody>
</table>

1. Detailed description of the project (max. 8 pages)

1.1. Current situation and project objectives

Describe your awareness of the current Luxembourg context, define the need/challenge and explain your motivation to address this challenge.

Briefly outline your project idea and objectives, describing how you intend to address the need/challenge described above.

**Ongoing projects:** please explain how a PSP-Flagship will enable you to further develop your project so as to achieve further impact.

**Larger projects** (where the PSP-Flagship grant may only be one of several funding sources): do not only describe the parts of your project that would be funded via PSP-Flagship, but please also briefly describe your overall project and concept.

1.2. Methods and approach

Clearly define your lay target audience and the potential to attract it with your project.

Describe in detail the methods and contents you will use in your project. Explain how your approach is suitable with regard to the target audience and how it will enable you to reach the objectives outlined above.

Keep in mind that the promotion of science/research must be at the forefront of the project and that projects need to be interactive and hands-on, with actively engaged participants.

2. Project plan and risk assessment (max. 8 pages)

Present a work plan suitably broken down into individual steps (e.g. objectives,

1 person*month equals approx. 143 hours per month.
milestones, work packages) which would permit monitoring of progress during the implementation of the project. The plan should be both efficient and ambitious, but remain feasible within the 3-year timeframe.

For each of the steps in the plan:

- Indicate the projected time of completion
- Provide a brief description of the work to be undertaken
- Identify the personnel and partners involved and specify their contributions
- Specify and quantify deliverables (e.g. workshop, survey results)

A template with suggestions on how you could structure your work packages is available for download at https://www.fnr.lu/download-center/. The template is not mandatory and you may use other layouts, but a detailed work plan is required in any case.

In addition, provide an overall risk assessment for your project. List the risks identified and describe how you will monitor and mitigate them (e.g. external factors that are not under your control and that might delay or alter the implementation of your project).

If applicable, describe how necessary infrastructure(s) will be available at the start of the project.

3. Project outcomes and long-term impact (max. 4 pages)

3.1. Outcomes and evaluation plan

Outline the expected outcomes (qualitative and quantitative results) of your project that will contribute to the strategic objectives described in section 1.1. of the project description.

Include the number of participants you expect to engage in the activity and the benefits for the target audience (e.g. change in knowledge and understanding, skills, attitudes and values, enjoyment, behaviour).

Describe how you will make your project and its outcomes visible to the general public (e.g. media, events).

Detail in an evaluation plan, including key performance indicators, how you foresee to measure the outcomes of your project.

NOTE: When thinking about the outcomes/impact of your project and how to evaluate them, you will need to think about quantitative indicators as well as qualitative ones, i.e. How will you measure the effect of your project on your audience? Is there evidence for a change in knowledge and understanding, skills, attitudes and values, enjoyment, behaviour… among your audience? Think about the right questions and key performance indicators for your project. Also think about the possibility to evaluate the effect on your audience over a longer period of time, and not only immediately after an event.

The following links provide interesting resources to help think about outcomes, impacts and how to evaluate them:
http://www.artscouncil.org.uk/measuring-outcomes/generic-learning-outcomes#section-2
https://www.publicengagement.ac.uk/plan-it/evaluation/evaluation-resources

3.2. Long-term vision and strategy

(include financial strategy to support self-sustainability in the long term)

Summarise your long-term vision and strategy for the project (beyond the initial 3-year period).

Describe your project's potential to achieve a sustainable and lasting impact in Luxembourg (beyond the initial 3-year period).

Describe your financial strategy to support self-sustainability in the long term (beyond the initial 3-year period). Keep in mind that in case a follow-up funding by the FNR is required after 3 years, this will only be possible at a reduced amount.

4. Project team and management (max. 2 pages)

Provide a brief description of the Project Leader and the team members, the responsibilities of each person in the project, as well as the previous experiences qualifying the Project Leader and members for the task at hand. Describe how the team constitutes a consortium capable of achieving the project objectives.

Explain how communication between team members and partners (if applicable) will be organised and how management decisions will be taken.

Explain how administrative and financial tasks will be taken care of.

If new staff needs to be hired for the project, explain how you will make sure they are in place at the start of the project, which should be no later than 1 January 2019.

5. Justification of project budget and requested funding (max. 2 pages)

NOTE: The detailed project budget must be indicated in the PSP-Flagship Excel Budget Sheet (available for download at https://www.fnr.lu/download-center/; to be uploaded in section 4.2. of the application form). You do not need to replicate the figures here. This paragraph is solely for explanations and justifications regarding the requested human and financial resources.

Justify the requested human resources and project costs. Relate them to the envisaged outputs and impacts of the project. If multiple partners are involved, explain the distribution of costs among partners. Also comment on the projected income (e.g. own contribution, third-party funding, other income such as participant fees or in-kind benefits).

Please note that the FNR does not provide funding for indirect costs (overheads) within the PSP-Flagship scheme. Co-funding by the applicants and/or other sources than the FNR is expected and preference will be given to projects with higher portions of co-funding.
6. Bibliography/References

Demonstrate your knowledge of current best practice/literature regarding science outreach/communication and list appropriate references.

4.2. Budget sheet

The PSP-Flagship Excel Budget Sheet is available for download at https://www.fnr.lu/download-center/. Before completing the Budget Sheet, please consult the Financial Guidelines in Appendix 2 describing the rules for eligibility of costs. Please note that the FNR does not provide funding for indirect costs (overheads) within the PSP-Flagship scheme. Please also note that co-funding by the applicants and/or other sources than the FNR is expected and preference will be given to projects with higher portions of co-funding. After completion of the Excel document, please convert it to PDF and upload it into the system.

A detailed justification of the costs needs to be provided in the project description (section 4.1. of the application form). The feasibility of the project will be evaluated by reviewers based on the information you provide. The figures provided will also constitute the basis for negotiation should your project be selected for funding.

4.3. Project Leader CV

Please upload a recent CV of the Project Leader (may not exceed 3 pages).

4.4. Team members CVs

Please upload recent CVs of the team members (may not exceed 3 pages per person) listed in section 3.3. of the application form. If one or more team members remain to be hired, please upload the job description(s) and profile(s) you are looking to hire (this is mandatory) (max. 1 page). The documents must be uploaded in a single PDF/Word file (max. 20Mb).

4.5. Other elements to illustrate/support the project (where applicable)

Please provide the mandatory letters of commitment from all partners (contracting or not) and any documentation that illustrates the project or supports the application (e.g. letters of support, CVs of guest speakers, photos/reports of previous activities, annual accounts of not-for-profit organisations). The documents must be uploaded in a single PDF/Word file. (max. 20Mb).

4.6. Partner signatures and statement of consent

The PSP-Flagship Signature Form is available for download at https://www.fnr.lu/download-center/. It needs to be completed offline by the project partners (e.g. Project Leader, coordinating institution, contracting partners). After completion of the document, please scan it and upload it into the system.
Within the PSP-Flagship programme, projects to promote science to the public in Luxembourg may obtain **co-funding** of up to €400,000 (exceptions may be possible if duly justified). The funding must not have the purpose or effect of producing a profit for the beneficiary, and it must in no case result in duplicate funding of any kind. The expenditure listed must be essential for the implementation of the project. The FNR can accept a project, but refuse to fund certain costs.

In addition, **co-funding (by the applicants and/or other sources than the FNR) is expected** and preference will be given to projects with higher portions of co-funding.

Not-for-profit organisations are only eligible to submit a stand-alone application if their annual income totals at least the amount of funding requested by the FNR for the PSP-Flagship project. In other words: PSP-Flagship funding cannot be higher than the total annual income of the organisation at the time of application. Exceptions may be possible if duly justified. The most recent annual accounts of the organisation must be submitted as part of the application.

**Eligibility of costs**

To be considered eligible, **costs must be real or based on lump sums**. Indeed, certain types of expenditure may be indicated as a lump sum, provided the expenditure does not differ significantly from the actual cost and these operations are acceptable to the FNR. Where applicable, calculations for lump sums will have to be provided during contract negotiation. For future financial reporting, the costs must be supported by evidence that they are real (e.g. recorded in the accounts of the beneficiary and supported by invoices), paid (e.g. supported by bank statements), and linked to the project.

**Budgetary flexibility**

During the implementation of the project, the beneficiary may shift budgets within and between budget headings, but only **with prior approval** by the FNR.

Eligible costs can be expensed on the project budget until the end of the cost eligibility period that will be defined in the contract.

**Cost categories**

**Only direct costs are eligible** for funding under the PSP-Flagship scheme. The FNR does not provide funding for indirect costs (overheads). Amounts must be indicated with all taxes included. VAT is however not eligible if the applicant institution can recover VAT from the Luxembourg tax authorities in accordance with Luxembourg indirect tax regulation. The overall project budget as well as the funding requested from the FNR need to be justified in section 4.1. of the application form.

- **Personnel costs**

  The payroll costs of staff, full or part-time, who work on the project and whose time can be supported by a full audit trail may be included. Staff members must be employed on a
work contract with the institution eligible at the FNR. The requested human resources must be justified in section 4.1. of the application form. The FNR will not cover costs of persons already funded by the State or other funding sources.

The FNR will only finance the personnel indicated in section 3.3. of the application form. Changes of staff/profile(s) have to be requested in advance and receive approval by the FNR. The Project Leader must be known at the time of submission, as should be Project Managers/staff who will work at least 50% of their time on the project. If new staff needs to be hired for the project, detail in section 4.1. of the application form how you will make sure that they are in place at the start of the project, which should be no later than 1 July 2020.

Lump sums for staff categories may be used provided these are based on a real-figure calculation.

The FNR expects project staff to use timesheets so that their actual time is recorded to form the basis of the costs charged. Where a person is employed to work 100% of their time on the project (whether they are working full-time or part-time), timesheets are not necessary.

- **Equipment**
  This heading covers equipment (new/rental) needed for the project. This includes, but is not limited to, laboratory/workshop equipment (including computers), software, installation costs, etc. Large equipment may only be partly financed by the FNR (to be decided by the FNR on a case-by-case basis). Where appropriate, cost estimates will have to be provided during contract negotiation.

- **Consumables**
  Consumables are goods that are used or spent during the course of the project. They must be necessary for the project. Indicate the nature (e.g. material for workshops) and an estimation of the total costs.

- **Travel and training costs**
  This budget heading covers conference participation fees, training, and related travel and subsistence costs, in relation with the project. To avoid administrative burdening, a lump sum will be paid by the FNR: € 1,000 per year and per 12 person*months (excluded from the calculation: staff working on administrative/financial tasks only).

- **Subcontracting**
  This covers expenditures related to services provided by subcontractors that are limited in time and scope (e.g. freelancers, communication agencies, event agencies, caterers, speakers). Work carried out by subcontractors must be essential for the project but not central to it and should only be considered if it cannot be directly undertaken by one of the team members or project partners. Subcontracting work cannot be provided by one of the team members or project partners (contracting partner or non-contracting partner).

Sub-contracting is limited to a maximum of 25% of the total funding amount requested from the FNR.
• Other costs

Indicate costs related to the project that are not reflected elsewhere in the budget sheet. These may include but are not limited to:

- Communication/marketing
- Room rental (only for the duration of the project)
- Documentation
- Costs related to the steering committee
- Etc.

Projected income

In the PSP-Flagship Excel Budget Sheet (section 4.2. of the application form) you will have to list any additional financing sources other than the FNR. This includes an estimation of the own contributions of the coordinating institution and contracting partners, as well as by the other partners. Both cash amounts (incl. donations, participant fees) as well as contributions in terms of staff or in-kind benefits should be listed. Partners should also state these commitments in their letters of commitment. The FNR reserves the right not to finance projects co-financed by organisations or institutions whose interests and aims are incompatible with FNR values.