Terms and conditions of EuroMarine funding (2020 call for proposals)
Revised in Nov. 2020 to adapt to the covid-19 context
(changes are highlighted in blue)

The EuroMarine budget is based on dues collected from EuroMarine Full Members. In general, funds that are awarded as a result of EuroMarine calls are transferred and then administered by one of the Full Members co-leading any successful proposal. When necessary, funds may be transferred outside EuroMarine, on behalf a Full Member, to the organisation that is in charge of the Activity budget; this however requires the signature of a specific agreement.

By signing the form of acceptance of EuroMarine funds, the Beneficiary (organisation to which funds are allocated) and corresponding Activity Leader(s) (scientist(s) leading the Activity in that organisation) agree to the following conditions.

1. Membership status of the Beneficiary

The Beneficiary, which must be a Full Member, commits to remain so in time at least until the Activity has been carried out and reported upon.

2. Timely advertising of Activity within EuroMarine and openness to EuroMarine participants

As a reminder, activities for which participation is upon invitation only are not eligible for EuroMarine funding. Activities should be open (within room capacity and other organisational limits), beyond their own funding capacity, to EuroMarine members willing to participate on their own funds. Activity Leaders should therefore advertise their Activity within EuroMarine and provide instructions in a timely manner, through the Communications Office (comm@euromarinenetwork.eu), so that EuroMarine members can apply to participate (be it on the Activity budget or on their own funds). Activity leaders should respond to Secretariat or Communications Office invitations to send pictures and updates on their activity and/or directly circulate information using EuroMarine social media accounts.

3. Acknowledging the EuroMarine contribution and acting as EuroMarine ambassadors

The Activity Leaders should make sure that the EuroMarine contribution is properly acknowledged and that the EuroMarine logo (http://www.euromarinenetwork.eu/documents/euromarine-logo and website address (www.euromarinenetwork.eu) are used appropriately in any communication or scientific publication linked to their Activity. More specifically, for text mining purposes, articles or other products that derive from activities funded by EuroMarine should **acknowledge EuroMarine with a sentence that should start with the designation of the relevant product** (e.g. "This paper" / "This research" / "Research for this paper" / "The preparation of this paper") **and end with "has been supported by EuroMarine"**.

In addition, Activity Leaders agree to act as EuroMarine 'ambassadors' and explain membership benefits to participants from non-member organisations. In particular, participants in a EuroMarine-funded Activity should get a EuroMarine flyer and be given a one-minute presentation of EuroMarine (both to be provided by the Secretariat or Communications Office) during the Activity.

4. Deadline to carry out the Activity

Activities should in principle be carried out by the end of the civil year that follows the EuroMarine call and funding decision (year N+1). When the proposed Activity requires a longer preparation, Activity Leaders can solicit an exemption and an extended deadline at proposal stage. Should an Activity need to be postponed beyond the deadline after the funding decision has been made, Activity Leaders should solicit a deadline extension at the earliest (EuroMarine reserves its right to cancel funding). In the covid-19 context, however, flexibility will be the rule as concerns physical meetings: EuroMarine will accept their postponements, as well as hybrid or online events.

5. Deadline to spend any remnants after the Activity is carried out – Reimbursement of remnants

In case of under-spending of the budget once the Activity had been carried out, the EuroMarine Consortium Agreement prescribes that remnants be reimbursed to EuroMarine.

Such remnants can however be used to finalize any outcome of the Activity (e.g., to cover gold open access publication costs, travel expenses incurred by a meeting aiming at finalizing a report, etc.), within two years after the end of the Activity.

6. Eligible costs

Only direct costs linked to the Activity, its venue, and the finalization of its outcome are eligible, except for personnel costs (unless personnel are specifically hired to organize the Activity). Any indirect costs / administrative fees are excluded. Teachers' or speakers' fees are not eligible expenses.

To maximize the value of EuroMarine funding, and whenever possible, Activity Leaders are encouraged to fund any invited participants through the reimbursement of actual expenses rather than through fixed per diems.

Activity Leaders should spend EuroMarine funds along the general budget lines specified in the provisional budget included in the Activity proposal, and solicit EuroMarine approval from the Secretariat when budget lines need to be changed. In cases where a physical event is converted into a hybrid or virtual event because of the covid-19 crisis and the budget cannot be spent as planned, Activity Leaders are invited to submit a revised budget, and to notify the Secretariat in case the granted funds are in excess of revised foreseen expenditures.

7. Case of an Activity organised within the framework of, or associated with EU or other funded projects

Such Activities are not eligible unless EuroMarine funds are primarily used to open-up participation beyond the project consortium to EuroMarine members.

8. Funding of EuroMarine vs other participants in the Activity

Funds directed to individuals participating in an Activity should be used primarily to secure the participation of scientists from EuroMarine Full Members (or Invited Members in developing countries), who should in general be given priority over other equivalent participants.

When deemed necessary for the success of the Activity, Activity leaders can however also use EuroMarine funds for key participants outside EuroMarine Full Member organisations. From a networking perspective, this puts EuroMarine in a position whereby it can encourage third parties to take part in its Activities – as funded invitees if necessary – and ultimately become EuroMarine partners, or whereby it can spread the reach of Activities to other deserving stakeholders

It is up to Activity Leaders to strike the right balance between (a) maximisation of the involvement of EuroMarine members and (b) inclusion of appropriate external stakeholders or participants that have value to the network.

9. Publications and reporting

EuroMarine Activities with a foresight dimension are expected to yield publications. Leaders of such Activities commit, as a minimum, to produce a position paper (which is expected to be submitted within 12 months of the completion of the Activity).

In return of funds granted by EuroMarine, Activity Leaders accept to report on their Activity to EuroMarine at various stages. This includes:
  (a) 1-page summary description of Activity on EuroMarine website upon notification of the funding decision, following a specific template
  (b) when relevant, live-feeds relayed on EuroMarine website or information channels during the Activity
  (c) 1-page summary report on the EuroMarine website no later than one month after the Activity is completed (focussing on outcomes, next steps, leverage and networking effect)
  (d) standard Activity report (including a list of participants and their affiliations making possible statistics on the participation of EuroMarine Member Organisations at various levels: Manager, Co-Organizer, Key participant, Other participant), no later than two months after the Activity is completed; the report must include in-depth conclusions and perspectives

(e) reporting before EuroMarine General Assembly, orally during one of its yearly meetings[1] and through a poster[2] that should be printed and sent for display during such meetings; alternatively, given the covid-19 context, reporting may be delivered via brief videos that can be shown during online meetings or posted online. The format of such videos will be specified by the Secretariat (e.g., the Secretariat could use Zoom to record a live presentation by the Activity Leader(s) of the outcome of their Activity).

(f) brief financial report on the Activity accounts. Accounts should be compendious as concerns the overall budget (including all funding sources) but detailed as concerns the EuroMarine part of the budget. Depending on the practice of the managing organisation, accounts can be signed by the Activity manager and/or by a financial officer. Supporting documents for the costs declared are not required (but EuroMarine reserves its right to request them as concerns spending of the EuroMarine contribution).

(g) communication to the Secretariat of any late outcome of the Activity (e.g., publications, project submission or acceptance, etc.) as they become available.

10. Open Science

Concerning the outcome of EuroMarine-funded Activities: (a) publications shall be Open Access (paid or archived in ZENODO or other open access repositories); (b) the underlying data sets shall be published in open access in a data repository; and (c) code shall be published in Open Research Software journals.

11. Recommendation concerning capacity building and training Activities [*Out of the scope of the 2020 call*]

In the case of summer schools / capacity building and training Activities, EuroMarine recommends the inclusion of training (and may propose materials or trainers, e.g. relying on EU projects such as FOSTER or on existing academic materials) on Open Science (data, code, publications, societal impact) and/or Communication as 'soft', generic skills that will become of critical importance to career, research evaluation exercises, publication impact and societal impact.

12. Other

All other arrangements relative to the Activity are covered by the EuroMarine Consortium agreement.

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[1] This is done through presential (invited) "long" talks or through "flash" talks. The latter should be given (whether the speaker attends the GA meeting or not) in the form of a short presentation with (pre-recorded) voice over.

[2] The Steering Committee requires posters in addition to presentations. The Secretariat can take care of their local printing provided a high-quality, print version is provided in advance of the GA meeting.