



Researchers' Days 2018

Friday, 30 November & Saturday, 1 December

Call for Proposals

The Luxembourg National Research Fund (FNR) is pleased to announce that the next edition of the Researchers' Days will be held on Friday, 30 November and Saturday, 1 December 2018 at the Rockhal in Esch-Belval.

Over the last years, Researchers' Days has become a major public event alternating with the Science Festival every two years. It fosters direct exchange between researchers and the public by offering scientists multiple ways to demonstrate their fields of science in a fun way. The event also aims to promote research in Luxembourg, and to generate interest and curiosity amongst young people and the general public in science and technology. All scientific disciplines are invited to participate in the Call for proposals!

On Friday, 30 November, the Researchers' Days will be open exclusively to preregistered secondary school classes. The event will then be open to the general public on Saturday, 1 December.

The Researchers' Days 2018 include two components:

- **Interactive and hands-on science workshops**
- **'Meet the Scientist' Cafés by science.lu:** interactive discussions with visitors about different scientific matters

The success of previous editions was down to the quality of the activities put forward by the collaborating and contributing researchers and other participants in the field of science and research in Luxembourg.

We hope that you will support us again with the same enthusiasm as in previous editions and that many of you will respond to our Call for proposals!



Eligible Activities for the Researchers' Days 2018

The following activities are eligible:

A) Interactive science workshops

The objective of these workshops is to propose an interactive activity that illustrates your research work or a broader scientific theme, generating interest among visitors and enabling them to become researchers themselves for a while. The complexity of the activities proposed should be suitable for the target audience, and they should be interactive and fun. **Simple PowerPoint presentations or information stands will not be accepted.**

Duration of workshops:

Friday, 30 November: 8:30 to 16:30 (non-stop)

Saturday, 1 December: 10:00 to 18:00 (non-stop)

Workshop format:

- **Visits will be self-guided on both Friday and Saturday.** The workshops will not be held at fixed times and visitors may come and go as they please. It is a good idea to arrange a number of smaller activities that people can do at your stand (as during the Science Festival weekend).
- **On Friday, visitors will mainly be secondary school pupils (approximately 12 to 19 years old).** It is essential that your activity be suited to this target audience. You will also need to be aware that levels of knowledge vary significantly in this age range, and also between 'secondaire technique' and 'secondaire classique'. Words such as 'molecule', 'atom', 'inertia', 'gravity', 'pH' etc. can be used with older students, but may be difficult to understand for younger students. You also need to be aware that pupils may not always feel comfortable with English and that the use of English should be avoided as much as possible.
- **The Researchers' Days will be open to the general public on Saturday.** Experience in recent years has shown that visitors on these days are mostly **families with young children**. It is therefore important **either to provide suitable explanations or to foresee additional activities for children aged 6 to 12 years** for the Saturday. This will help to make sure that neither the general public nor you are left disappointed.

B) 'Meet the Scientist' Cafés by science.lu

Several Science Cafés will be organised over the two days (exact times to be communicated). A Science Café involves an informal, interactive debate with the audience on a scientific theme, following a related introduction. A moderator will help you to prepare the Science Café in advance, and also assist you during the event itself. The proposed themes **must be interesting to and suitable for young people (from 12 to 19 years)**, and there must be interaction between the audience and researchers.

Duration of a Science Café: maximum 45 minutes

The following applicants are eligible:

- Researchers/scientists working in Luxembourg or Luxembourgish researchers/scientists working abroad (public or private sector!)
- Not-for-profit associations, foundations, etc. engaged in activities of a scientific nature*

* Associations etc. usually organising science activities for younger children (< 12 years) are invited to participate:

- you may be present during the two days, if you feel comfortable to organise a workshop for secondary school pupils (12-19 years)
- or you may hold your activity only on Saturday for the general public

* Non-profit organizations, foundations, etc. will have to present a professional liability insurance whose purpose is to guarantee the pecuniary consequences of the civil liability that they incur as a result of their activities and their presence at Researchers' Days. A copy will be sent to the FNR before the signature the contract.

Selection Criteria

The selection criteria for all activities are as follows:

- **Concept and suitability of methods/content with regard to the target audience**
 - Clear, relevant and original concept
 - Interactive and practice-oriented concept
 - Research/science at the forefront
- **Expected results**

For example: generating audience interest on a scientific matter, providing information to the audience, generating discussion about a scientific matter, etc.
- **Estimated expenses** (see 'Eligible Expenses')

NB: We would like to avoid – as far as possible – all activities that have already been run identically during previous Researchers' Days and Science Festivals. Thus, priority will be given to new activities or activities which have been significantly reworked.

Eligible Expenses

1. Preparation and running expenses

The FNR offers two **lump sums**:

- A) **Workshops:** Max. EUR 400 per person present throughout the whole duration of the workshop (2 days, 16 hours); (=> EUR 200 per person present during 1 day, EUR 100 for 1 person present one half day...)
- B) **'Meet the Scientist' Cafés:** Max. EUR 100 per person present for the duration of one Science Café

In the online application form, please indicate how many **time slots** you will need to run your workshop for the entire duration of the Researchers' Days. **One time slot corresponds to 1 person present during a half day (remuneration EUR 100) or 1 person present for the duration of one Science Café.**

Example of calculation:

- A workshop is run with 2 facilitators in the morning and 3 facilitators in the afternoon on the first day, and with 3 facilitators in the morning and 3 facilitators the afternoon on the second day. In this case, the number of time slots for the whole workshop is 11.
- A workshop is run with 2 facilitators in the morning and 3 facilitators in the afternoon on the first day, and with 3 facilitators in the morning and **6 facilitators the afternoon on the second day**. But during the afternoon, the 6 facilitators just do a performance of 2 hours each, not 4 hours. So the number of time slots to run the entire workshop is still 11.

The performance to run **the workshops** must be divided as seen in the above examples of calculation: several people can share a complete task, on the condition that a continuity of the workshops is ensured throughout the activity. **Nevertheless, the remuneration is made on the basis of the provided time slots and not on basis of the number of animators.**

For the 'Meet the Scientist' Cafés, the calculation is simple: 1 person present for the duration of one Science Café corresponds to 1 time slot.

You may also make use of support staff during the event if you require.

2. Material expenses (new/rental)*

This item includes the amount (VAT included) of all actual expenses for the purchase or rental of material and / or equipment necessary for running the activity.

N.B.: We will not pay **in full** for any large devices (cameras, iPads, computers, projectors etc.). We may contribute a small amount if you can clearly show why such a device is essential for your activity.

3. Transport and travel expenses*

Transport expenses may be paid for the transport of equipment to the event location (only payable if this service is provided by a subcontractor).

Reimbursement of **travel expenses** is only granted for the duration and distance required to complete the activity as part of Researchers' Days 2018.

Following travel expenses are eligible:

- **Travel by public transport or rental**
Are allowed: travel by bus, train (2nd class), by air (economy class), rental car (including gas and toll) or rental bike. Receipts must be attached to the financial report.
Taxi rides are not eligible.
- **Travel by private vehicle**
Travel expenses for private vehicles shall be paid at a rate of EUR 0.30 per kilometre, in addition to toll charges. Eligible: a return trip from the performer's place of residence to the event venue. A supporting document must be attached to the financial report (e.g. Mappy, Google Map, etc.)

Parking expenses are not eligible.

4. Accommodation expenses*

Accommodation expenses may be paid **in exceptional circumstances** for participants coming from abroad. The maximum payable per night per person is EUR 150, including all taxes. Hotel parking fees are not eligible.

Free catering will be provided for the activity hosts for both days of the event (morning snack and lunch). Meal expenses (for example restaurant bills) are not eligible.

***VAT:** Please indicate the amounts 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.

N.B.

For **financial reports** to be submitted after the event (we will provide you with an Excel spreadsheet to fill in). Copies of invoices and/or supporting documents for the purchase/rental of material and/or equipment, transport costs/travel expenses and accommodation costs must be attached to the bill.

Submission Deadline and Selection of Activities

Application forms are available on www.researchersdays.lu. They should **be filled in and submitted online** no later than **Monday, 23 April 2018 (12:00 CET)**.

An evaluation committee at the FNR will evaluate and select the submitted proposals. The applicants of the selected projects will be notified during the second half of May.

If your proposal is selected, a contract will be signed and the FNR will pay 80% of the granted contribution as an advance payment. The balance will be paid following submission of a short activity report and a detailed financial report.

IMPORTANT: We are here to help you draw up your activities, so please do not hesitate to contact us if you have any question or if you need some inspiration.

For further information on the **Researchers' Days 2018**, please contact:

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Appendix:

- Online Application Form