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## D2.12 Final Report

### First Round of the Call

**Coordinator: FVB-IGB**  
**Quality reviewer: DRIFT**

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<b>Abstract</b>	This report details the planning and execution of the first round of the ACTION Accelerator (2020), including its dynamic response to the Coronavirus pandemic. The document is intended both as documentation of the first round and as a useful resource for those considering embarking upon such an Accelerator format for the incubation of citizen science projects in general.
<b>Keywords</b>	Citizen science, Accelerator model, Mentoring, Co-design, Coronavirus, COVID-19, pandemic, participatory research

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# Final Report

## First Round of the Call



# Lessons Learned from Running a Citizen Science Accelerator\*

\*during a pandemic

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## EXECUTIVE SUMMARY

This report reviews the execution and outcomes of the first round of the ACTION Accelerator. Details of the Open Call (described in D3.3). It is intended to be of use to ACTION consortium, researchers and practitioners working with the Accelerator model, and those with an interest in running citizen science projects.

In this report we discuss the first round of the ACTION Accelerator from February 2020 to September 2020. We explain the methods and results of the Accelerator, such as the use of mentoring as a means to support citizen science projects, the development of webinars and regular calls, the progress of the projects through the accelerator. We discuss handling the exceptional circumstance of the COVID-19 pandemic, which arose within a month of the start of the Accelerator period. We conclude with lessons learned for the next round, due to start in January 2021.

## 1 Introduction

How can we help citizen science projects become more participatory, rigorous and inclusive? The ACTION Accelerator replies to this challenge with an intensive support programme, providing citizen science projects access to expertise and training in engagement, data science, inclusion and participation. All projects are supported by a mentor. In addition they become part of a network of practice in participatory research, are provided with bespoke consultancy and participate in peer-to-peer learning.

The ACTION Accelerator methodology has been developed in response to working closely with ACTION's citizen science projects, both those recruited through an open call, and with case study projects who have been with us from the beginning. We have refined and promoted the adoption of best practice in participatory research.

With our focus on projects related to pollution, the ACTION Accelerator has been researching how best to support projects addressing some of the most pressing challenges of Citizen Science today.

We selected 6 projects for the ACTION Accelerator through an open call running August - October 2019 (See D3.3). The Accelerator period was originally intended to run from February - July 2020. The First Round of the ACTION Accelerator was, therefore almost immediately after its launch affected by the first wave of the COVID-19 pandemic in Europe. The pandemic has posed significant challenges to participatory work. These were particularly severe in the first months when many European countries were in full lockdown, and the modes of transmission of the virus were unclear. Each of our incoming projects had planned to interact in person with community members, citizen scientists and the public. As such, as restrictions were put in place country by country, our projects had to rapidly reconfigure how they would reach out to community members, recruit and work with citizen scientists, at a time when public priorities were focussed on immediate existential issues rather than longer-term environmental issues. The impact of this has rippled throughout the whole Accelerator period. As such, the response to the pandemic is both woven through many sections of this document, and also addressed explicitly in section 6.

## 2 Accelerator Projects in the First Round

Our incoming projects were:

1. CitiComPlastic (Norway): A project co-creating solutions for bioplastic waste on a local level. Their plan was to work with minority youth and community members at the installation of special composting sites at a local farm.
2. In My Backyard (Portugal): A project working with home farmers and gardeners to understand the use of pesticides and fertilisers. They planned to visit home farming and garden sites and carry out in-depth interviews about gardening practices (or something like

this).

3. Noise Maps (Spain): A project mapping and analysing urban sound data, aiming to connect with local citizens to install sound sensors, and to work with citizens to understand the emotional affect of the soundscape.
4. Sonic Kayaks (UK): A project implementing sonification of data gathered from water and air quality sensors on kayaks. They planned to add additional, air-quality sensors to their established set-up, to sonify the data they produce and to use these in workshops with community members with visual impairments.
5. Water for Future (Italy): A project working with youth groups to explore heavy metal pollution in water, and to establish a Youth Forum in a community in proximity to a mine in Peru.
6. WOW Nature (Italy): A project exploring and enabling the mitigation of air pollution through tree planting and urban forests in the Po Valley in Italy. They would work with community stewards of the forests to install the sensors provided by commercial partner Wiseair, which will also gather and analyse the data.

For communication of the ACTION Accelerator with external actors, an Accelerator Introduction document was written (Appendix 1).

### 3 Mentoring

A central pillar of the ACTION Accelerator is the mentoring programme. Mentors are the first point of contact for an Accelerator project during their involvement with ACTION. Mentors help projects by:

- Agreeing a workplan before kick-off, including deliverables and KPIs
- Helping to bring them on board and to navigate the requirements of being involved in a project like ACTION
- Helping to determine the project needs and aims
- Liaising with IGB and other consortium partners to determine best how meeting project needs can be supported by ACTION
- Feeding back to ACTION consortium partners to open up opportunities for input into ACTION ie: into WPs 4, 5 and 6
- Ensuring that projects meet requirements set out by ACTION and the grant agreement

#### 3.1 Assignment of Mentors

Members of the ACTION consortium were asked to volunteer in October and November 2019 to mentor incoming projects for the first round. The volunteers detailed their expertise and any extra

notes of relevance.

The incoming projects' expected needs were assessed in the first instance through their application. Statements throughout the application were used to ascertain each project's central premise, their expected participants, the project phase, location, explicitly stated requirements, aims and methods.

One mentor was matched to each project according to a "best fit" between the expertise of the mentor and the requirements of the project. Mentors were assigned in mid-December.

### **3.2 Mentor Preparation**

Mentors were supplied with a Mentor Briefing Document and Mentoring Timeline (Appendix 2) prior to their first contact with their projects. The Mentoring Briefing Document provides the mentors with orientation on their responsibilities, along with advice on mentoring, how to support their projects, reporting requirements and how the Accelerator projects relate to the other ACTION WP2.

### **3.3 Mentor-Project Contact**

Mentors were introduced to their projects during the negotiation phase, during which time they collaborated on the preparation of the Project Plan, including setting deliverables and milestones, and the Budget. During this period a set of Mentoring FAQs was initiated to assist in the next Accelerator round.

The main contact between the mentors and the projects is structured between the kick-off meeting and the final review by four Interim Updates. These updates are scheduled on a monthly basis, which was slightly adjusted due to the extension of the Accelerator due to COVID-19 (see section 8).

Beyond this structure, some projects were in contact with their mentor very frequently, whereas others were less so. Most contact was by email, with some interaction via video or audio calls. Mentors and projects did not interact via shared document editing.

### **3.4 Mentor-Mentor Contact**

A Google Group for the Round 1 Mentors was established. This was used for mentor-mentor contact, for distribution of details about the Accelerator in general and for mentors to keep in touch with each other. Mentors were also assembled for a meeting at the Accelerator Kick-off.

## 4 Workshops and Consultancy

### 4.1 Accelerator Kick-Off Workshop

A full description of the Accelerator Kick-off Workshop is given in D 2.14, Workshop Report 1. All ACTION citizen science projects joined the ACTION consortium at IGB on the banks of Lake Müggelsee, in February 2020 for the Accelerator Kick-off workshop. The workshop was designed around the Accelerator projects' requirements and aims, elicited from their application documents and the Project Plans negotiated in January with their mentors. As such, the workshop oriented around a series of participatory sessions that addressed these needs.

### 4.2 Webinars

A series of webinars was planned in response to the requirements of the projects and in dynamic response to COVID-19. Since July, these have also allowed for networking after the presentations. These have been:

- Videoconferencing Webinar by DRIFT (23<sup>rd</sup> March 2020)
- Engaging with Communities Online (23<sup>rd</sup> March 2020)
- Online Data Portals: Zenodo (20<sup>th</sup> April 2020)
- Data Visualisation: Graphana (3<sup>rd</sup> September 2020)
- Final Review Preparation (14<sup>th</sup> September 2020)

Every webinar is recorded and put online on the Accelerator page, with the exception of the Engaging Communities Online webinar, which involved discussing sensitive details of the participating projects during a time of transition.

### 4.3 Diversity and Inclusion

Following sessions on diversity and inclusion at the Kick-off meeting, we established regular diversity and inclusion calls between the projects. These calls allow the projects to share how they are progressing with inclusion of various stakeholders as well as working through and iterating on a set of diversity guidelines developed by WPI project students at IGB in Spring 2020. The calls were recorded or minuted, which documentation was only made available within the ACTION citizen science project cohort and consortium.

### 4.4 Bespoke Co-design Workshops and Consultancy

The ACTION consortium is available for bespoke consultancy for all Accelerator projects, usually brokered by the projects' mentor. Workshops and consultancy over the Accelerator period include:

- Preparation of the Data Management Plans for all projects including the use of the Coney
- Consultancy on publications for In My Backyard
- Consultancy on data processing for In My Backyard
- Impact Assessment consultancy for all projects
- Consultancy on interdisciplinarity and networking for Noise Maps



- Consultancy on data visualisation for Noise Maps
- Consultancy on adapting to COVID-19, all projects
- Consultancy on engaging policymakers for CitiComPlastic and In My Backyard
- Mediating the opportunity to showcase projects at international events such as:
  - European Week of Regions
  - Ars Electronica festival, for which we created the ACTION Lab Garden to showcase selected ACTION projects. The networked festival took place online 9-13th September 2020, and at the time of writing has generated 3 leads for Noise Maps.

## 5 Networking

An important aspect of the Accelerator is networking between projects, both those in the first round of the call and those with us for the entire duration of ACTION. Networking events were planned as part of the Kick-off Meeting, and were highly valued by the participants. Thereafter, regular calls through webinars and diversity and inclusion calls provided a means through which the projects could keep in touch and share feedback.

An opt-in ACTION mailing list has been set up on the UPM servers to allow projects to share interesting content with other projects. Slow to start, the amount of traffic has gradually increased over the Accelerator period. We will continue to add projects in the second round of the call, at which time the mailing list may come into its own, particularly in the absence of another in-person meeting between ACTION projects.

### 5.1 Networking Outcomes

This networking has already produced a joint application between Noise Map's BitLab and Sonic Kayaks to bring the Sonic Kayaks project to Barcelona.

## 6 Effect of Coronavirus

COVID-19 restrictions came into place in Europe shortly after the launch of the Accelerator. The Round 1 projects were all affected. We began a period of gathering information for the projects and from the projects in order to ascertain the extent of the disruption. Every project at some point was restricted from running events or physically engaging with participants. Given the extent of the disruption, we activated the *force majeure* policy for the projects and allowed an extension to all projects of the Round 1 end-date to the 30<sup>th</sup> of September. We also provided bespoke support to the projects and had a group call to discuss different strategies employed by the projects.

WOW Nature and Water for Future were not able to meet the extended deadline, and as such have been held over to join us again in Round 2, with their existing mentors. In the meantime, they have been invited to participate in all calls and webinars, and are keeping us up-to-date with their progress.

Networking within the Accelerator has been affected by the restrictions. The ACTION final reviews,



Round 2 kick-off meeting and the ACTION final conference were planned to have been in-person events. It became clear through the course of the first round that it would not be possible to plan for this. Therefore, we have planned to carry these out online. However, the projects have all expressed disappointment at not being able to meet in person again. As some measure of mitigation, we have arranged for online networking during the course of the Accelerator and have arranged for Graduation T-Shirts to be printed for those projects finishing Round 1. However, we have inevitably felt a significant loss from the postponement of two of our projects to Round 2. Although we have kept these projects up-to-date with the continuation of the Accelerator and they have attended online meetings, the differing circumstances of those projects still able to work and those that have been postponed has inevitably affected the cohesion of the cohort.

Citizen Engagement was also an issue during the lockdown. Alongside the practical challenges of switching from in-person to online outreach, networking and community maintenance, our projects reported throughout the first few months additional challenges in relation to attention and resources. In the face of serious existential issues within communities around Europe, citizen science fell low on the list of priorities. We supported our projects in discussing how to sensitively navigate these issues with community members under stress. Furthermore, we engaged with the impact of coronavirus on the capacities of our projects themselves in this respect.

## 7 Final Reviews

The Final Reviews of the remaining four projects were held online on 13<sup>th</sup> October 2020. The review panel consisted of the project's mentor, external reviewer Josep Perello, an expert in citizen science and art from the University of Barcelona and internal reviewer Annelli Janssen from ACTION consortium partner DRIFT. For each review, Accelerator lead Kat Austen was the moderator. At a late stage it became clear that Perello had a conflict of interest with one of the projects and so Roy van Grunsven from the consortium took his place in the review panel for this project. The external reviewer was compensated for his input. Reviewers were provided with a list of questions to form the basis of their evaluation of the projects (see Appendix 3).

The review began with a presentation by the project, for which the projects were provided with a presentation template four weeks prior to the review. Presentations were followed by questions from the review panel that encompass the presentation and submitted materials. Each project graduated, and were subsequently provided with a feedback document summarising the comments from reviewers during the interviews and reviewer reports.

## 8 Lessons for Next Round

The methods employed with the projects for the First Round of the Call were tailored to their needs. The second call focusses on online, established projects, and as such their needs are likely to be quite different in some respects. However, some learning can be carried forward universally, and some changes can be foreseen.

For Round 2, we expect to double up mentors, as the projects are much further established and the Accelerator programme will benefit from previous mentors' experience.

## 8.1 Suggestions from Round 1 Participants

At the end of the Accelerator period, the projects and mentors were supplied with short feedback questionnaires for the Accelerator as a whole (See Appendix 4 for the templates).

Feedback was received from all four graduating projects. All the projects reported having had beneficial support from participating in the Accelerator. One project wished for a less active relationship with the Accelerator. The other three highlighted how the committed support from the Accelerator had material positive impacts on their project, for instance in helping to reshape the project due to the impact of coronavirus, monthly check-ins helping to focus the work, adjusting project timelines to the benefit of the research, guidance in handling stakeholders, helping to increase the clarity of materials developed by the project, analysis of data from a scientific perspective, and help with data visualisation.

From these we received the following explicit suggestions from the Pilots that were relevant for next time:

- Support in strengthening the financial sustainability of the citizen science pilot projects

This will be addressed in collaboration with WP7.

- Support on framing scientific hypotheses at the start of the Accelerator period

A training session on this topic is planned for the Round 2 Kick-off Meeting.

- More clarity at the start of the Accelerator on the effort expected from the projects

A refined list of expected interactions with the ACTION team will be provided up-front to the projects for Round 2, and the Consortium will be encouraged not to request more effort from the projects beyond this, unless it is directly to the benefit of the project.

- The use of more responsive digital collaboration tools

Efforts will be made to find reliable, secure, open access tools with good usability that meet these requirements. That said, given the structure of ACTION it is challenging to attain the level of dynamic responsiveness achievable by single Citizen Science projects, and as such the methods of communication and community building must also be appropriate for the consortium partners and mentors.

Feedback from mentors highlighted that mentors lack some of the skills required by their projects. For the next round the mentor briefing will be clearer on the point that mentors should act as the first contact point for the projects, brokering relationships with the rest of the consortium, who possess as a cohort many of the skills that the projects require. It is clear that a more direct form of communication than just the mailing list is required, therefore a mentoring kick-off meeting will be planned for early December when mentors are assigned to projects, and regular meetings between mentors and projects as a group will be planned.

## **8.2 Materials to be provided**

### **8.2.1 Materials for Projects**

Materials to be provided to Round 2 projects at the beginning of the Accelerator are as follows:

#### **8.2.1.1 Welcome Pack 2021**

- Timeline
- Accelerator Documents - Folder
- Mentoring Overview
- Assessment and Support Template
- Project Plan Template
- Budget Template
- Kick-off Meeting logistical information
- Kick-off Meeting Agenda
- ACTION overview, including reporting, feedback and impact assessment tasks
- Interim Update Template
- Nextcloud login
- Nextcloud folder and file structure

#### **8.2.1.2 Accelerator Finish**

- Accelerator Feedback Questionnaire
- Final Review Presentation template
- Final Review Structure document
- Cost Statement template

### **8.2.2 Materials for Mentors**

Mentors will be provided with access to the materials provided to the projects, and in addition the following information and meetings:

#### **8.2.2.1 Mentor Briefing Documents 2021**

- Updated Mentor Briefing Document
- Mentor-onboarding meeting early December
- Updated Mentor Timeline with additional Mentor Group Meetings

#### **8.2.1.2 Accelerator Finish**

- Mentor Feedback Questionnaire

## Appendix 1

### Accelerator Introduction Document

# ACTION

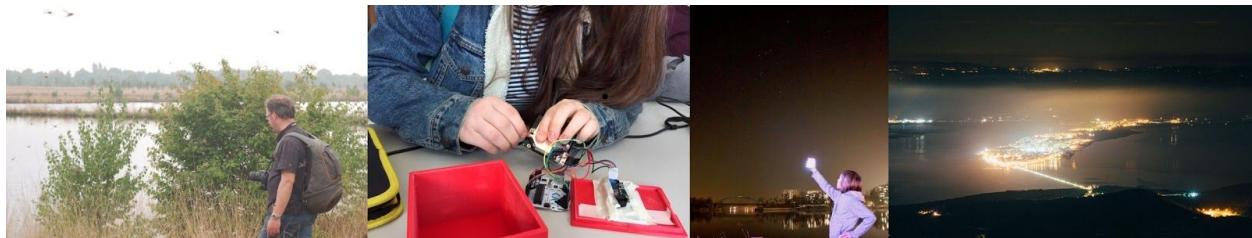
Citizen Science, Community and Creativity

## What is ACTION?

ACTION transforms the way we do citizen science today: from a predominantly scientist-led process to a more participatory, inclusive, citizen-led one, which acknowledges the diversity of the citizen science landscape and the different, evolving challenges citizen science teams must meet as their project develops. By bringing together and considering the needs of multiple stakeholders throughout the entire lifecycle of citizen science, we create methodologies, tools and guidelines that will democratise the scientific process, allowing anyone to design and realise a citizen science project, from the early stages of project ideation to validating and publishing the results and beyond.

<https://actionproject.eu>

## ACTION Citizen Science Projects



As part of ACTION's work, we work with on-the-ground citizen science projects that address pollution. We engage with our pilot projects, which have been with us from the start, and through an Accelerator programme. Our first of two rounds of Accelerator projects will begin to work with us in February 2020 and end in July 2020. We will deliver a second open call during August-October 2020.

### Existing Pilot Projects:

1. Loss of the Night - an app that asks users to determine the effect of light pollution in cities on the visibility of stars <https://actionproject.eu/loss-of-the-night/>

2. Street Colours - a project that develops hardware for measuring the spectra of streetlights, rolled out in schools <https://actionproject.eu/street-colors/>
3. Street Spectra - a project that works with citizen scientist observers for them to capture spectra of streetlights using a low-cost diffraction grating  
<https://actionproject.eu/street-spectra/>
4. Tatort Streetlight - a project that works with citizens and schools to research the effect of the design of streetlamps on flying insect populations  
<https://www.tatort-strassenbeleuchtung.de>
5. Air Quality Monitoring in Schools - a project that works with schools to build and deploy low cost air quality sensors  
<https://actionproject.eu/students-air-pollution-and-diy-sensing/>
6. Citizen scientists, dragonflies and pesticides - a project running with an established community where citizen scientists identify dragonflies in the wild and take water samples to test for pesticides  
<https://actionproject.eu/citizen-scientists-dragonflies-and-pesticides/>

## 2020 Accelerator Projects:

We selected 6 projects for the ACTION Accelerator through an open call running August - October 2019. The Accelerator period runs February - September 2020.

1. CitiComPlastic (Norway): A project co-creating solutions for bioplastic waste on a local level. They will work with minority youth and community members [read more](#)
2. In My Backyard (Portugal): A project working with home farmers and gardeners to understand the use of pesticides and fertilisers [read more](#)
3. Noise Maps (Spain): A project mapping and analysing urban sound data [read more](#)
4. Sonic Kayaks (UK): A project implementing sonification of data gathered from water and air quality sensors on kayaks for use with visually impaired community members [read more](#)

### Postponed:

5. Water for Future (Italy): A project working with youth groups to explore heavy metal pollution in water, and to establish a Youth Forum
6. WOW Nature (Italy): A project exploring and enabling the mitigation of air pollution through tree planting and urban forests

## Appendix 2

### Mentor Preparation Documents

# Mentor Briefing Document

If you have any queries, first see [Mentoring FAQs](#) in case we've addressed them already.

If you are a mentor you are part of the [Mentoring Google Group Round 1](#)

**!! Reminder:** copy in [negotiations@actionproject.eu](mailto:negotiations@actionproject.eu) in all emails to your projects until negotiations are completed. Please reiterate to your projects that we need them to do this. !!

## Key dates

(see more detail in Round 1 Mentoring [Timeline](#), which includes reporting deadlines)

**Mid-December 2019** Mentors Assigned, first contact with project

Mid-Dec 2019 - End Jan 2020 Negotiations: bureaucratic (SOTON) and content (Mentors)

end January 2020 Projects Begin as Accelerator Participants

**17th February 2020 - 20th February 2020** Kickoff Meeting

End February - updated plan in light of kickoff meeting

**July / August** - Final face to face review with half-day showcase for pilots mentors, projects and reviewers

## Responsibilities

As a project mentor, you are the first point of contact for your Accelerator project for their involvement with ACTION. You will be helping them by:

- Agreeing a workplan before kick-off, including deliverables and KPIs
  - Deliverables must include a video and report at the end of the pilot; note that the production of the video may have to be budgeted!
- Helping to bring them on board and to navigate the requirements of being involved in a project like ACTION
- Helping to determine the project needs and aims
- Liaising with IGB and other consortium partners to determine best how meeting project needs can be supported by ACTION
- Feeding back to ACTION consortium partners to open up opportunities for input into ACTION ie: into WPs 4, 5 and 6
- Ensuring that projects meet requirements set out by ACTION and the grant agreement if applicable

# Being a good mentor

When working in support of outside partners, it's useful to bear the following in mind:

- Communication and respect are key. Your Accelerator project partners may have a very different background and expertise to you and some time should be spent getting to know each other within these parameters.
- It may be important to work at communication with care and attention to ensure mutual understanding.
- It can be useful to have set times where you will be available to give feedback to the projects, and aim for responding within a set time-frame.
- It may be that we are working with participants to the Accelerator who have significant personal investment in their projects. It is important to be aware of this if this is the case.

Things to do:

- At the start, clearly explain your role in relation to the Accelerator projects, and your role in the ACTION project as a whole.
- Let your Accelerator project explain their work to you, explore the project with Active Listening.
- Identify needs and work with your Accelerator project to set achievable aims
- Set a schedule for the next 6 months.
- Establish boundaries (eg: in terms of communication channels, response times, roles) if necessary to ensure your own resources aren't drained.

# Supporting your project meet its goals

In order to help our Accelerator projects, we want to identify needs and set aims with flexibility and thoughtfulness.

- Needs Assessment Template
- Set realistic aims for what could be achieved over the 6 months
- Identify opportunities for Feedback into ACTION
- Create a plan

# Measuring success

- Work together to develop project-specific measures of success.
- Use the Evaluation Templates

# Relationship with other ACTION WPs

- WP2 pilots are instrumental in the shaping of the services offered by WP4 and 5: Digital Infrastructure for Citizen Science (UPM) and Sociotechnical Citizen Science Toolkit (CEFRIEL), as well as being case studies for analysis and impact assessment (WP6).

## Reporting for WP2

Reporting for WP2 is as light as possible while ensuring that projects stay on track and make the most of the short time they are with ACTION.

- Project description and Needs Assessment should be completed at the start of the Accelerator.
- Projects are required to file interim progress reports of up to one page. These can be in bullet-point form, and should outline what progress the project has made, what challenges there are to moving forward, and next steps. Mentors should identify how to help overcome challenges, and pass the report on to WP2 accompanied by a steps planned to help overcome challenges. [Interim Report Template](#).
- Evaluation Reporting
- Final Presentation

## Resources and Quicklinks

### [Mentoring Documents Folder](#)

- 1) [Round 1 Mentoring Timeline](#)
- 2) [Mentoring briefing document](#) (this document)

### [WP2 Templates Folder](#)

- 3) [Project Plan template](#) to fill in with project -- Sub for Datapitch Workplan
- 4) [Assessment and Support Template](#) --
- 5) [Evaluation Templates](#)
- 6) [Interim Report Template](#)

A complete contract includes:

- Contract (signed by representative; digital by 10th Jan; 2x hard copy by 16th Jan)
- Annex 1: Pilot plan + Budget
- Annex 2: Guide for applicants (we have this)
- Annex 3: Bank account information, signed by representative and bank
- Annex 4: Declaration of honour (submitted with application)

- Annex 5: Application form (submitted with application)
- Annex 6: Legal entity form

Pilot plan must include:

- Budget, including attendance of kick-off and conference
- Milestones and KPIs
- Deliverables, including
  - Short report upon completion, outlining work done and outputs
  - Video (req for final payment; pilots may or may not be able to produce this themselves - if they are not, they need to budget it!)
  - Data management plan (what is collected, what happens with it, any data protection considerations; template on SharePoint!)
    - Ethical considerations (e.g. participant consent, volunteer data protection)

## Appendix 3

### Final Review Reviewer Questions



# Accelerator Final Assessment

## October 2020

### Online

## Context

The Accelerator Final Review is the final evaluation of the progress made by the project during the Accelerator period.

The Final Review will be online. Individual links to review will be sent out at the end of September.

## Materials

Reviewers will be provided with a list of milestones and deliverables for each project, with information on the date of their successful submission.

Each project will submit for the final review a video, final report and supporting documents (selected deliverables, cost statement), supplied by 30th September at the latest.

## Checklist

- Milestones achieved
- Deliverables delivered
- DMP submitted
- Cost Statement submitted
- Video submitted
- Final Report submitted
- Present at and participate in Final Review
- Participate in Impact Assessment
- ACTION and EC funding properly accredited online and on published materials



ACTION

## Questions for Mentor

Has the project completed the above checklist?

Has the project been engaged with the ACTION Accelerator process?

Are the project's costs justified and in-line with the projects' contractual obligations?

Do the materials provided represent the outcomes of the project well?

Did the project achieve an acceptable level of engagement of citizens?

Is it clear that efforts have been made to engage with citizens at all appropriate points in the Accelerator timeframe?

Did the project achieve innovation in either methods, research or outputs?

Is it possible to identify new knowledge created by the project?

What is the quality of the video output?

1. Very high – this video presents the project as an interesting and engaging citizen science project and explains results and outputs relevant to a pollution problem. Where appropriate the video gives further information on the future of the project and how to participate.
2. High – this video presents the project as an interesting citizen science project and explains results and outputs relevant to a pollution problem.
3. Medium – this video presents the project but either: is lacking results and outputs / does not explain the relevance to a pollution problem / does not showcase citizen involvement.
4. Low – this video presents the project but exhibits 2 or more of the following: is lacking results and outputs / does not explain the relevance to a pollution problem / does not showcase citizen involvement.

What is the quality of the final report?

1. Very high – this report presents the project as an interesting and engaging citizen science project and explains results and outputs relevant to a pollution problem. Where appropriate the report gives further information on the future of the project and how to participate.
2. High – this report presents the project as an interesting citizen science project and explains results and outputs relevant to a pollution problem.
3. Medium – this report presents the project but either: is lacking results and outputs / does not explain the relevance to a pollution problem / does not showcase citizen involvement.
4. Low – this report presents the project but exhibits 2 or more of the following: is lacking results and outputs / does not explain the relevance to a pollution problem / does not showcase citizen involvement.



ACTION

## Questions for Reviewers

Did the project achieve an acceptable level of engagement of citizens?

Is it clear that efforts have been made to engage with citizens at all appropriate points in the Accelerator timeframe?

Did the project achieve innovation in either methods, research or outputs?

Is it possible to identify new knowledge created by the project?

What is the quality of the video output?

5. Very high – this video presents the project as an interesting and engaging citizen science project and explains results and outputs relevant to a pollution problem. Where appropriate the video gives further information on the future of the project and how to participate.
6. High – this video presents the project as an interesting citizen science project and explains results and outputs relevant to a pollution problem.
7. Medium – this video presents the project but either: is lacking results and outputs / does not explain the relevance to a pollution problem / does not showcase citizen involvement.
8. Low – this video presents the project but exhibits 2 or more of the following: is lacking results and outputs / does not explain the relevance to a pollution problem / does not showcase citizen involvement.

What is the quality of the final report?

1. Very high – this report presents the project as an interesting and engaging citizen science project and explains results and outputs relevant to a pollution problem. Where appropriate the report gives further information on the future of the project and how to participate.
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4. Low – this report presents the project but exhibits 2 or more of the following: is lacking results and outputs / does not explain the relevance to a pollution problem / does not showcase citizen involvement.

## Appendix 4

### End of Accelerator Feedback Questionnaires



## Feedback on the Accelerator

*The answers to this feedback questionnaire will be used to inform our decisions on the next round of the Accelerator. Some may be reported on aggregate in ACTION documentation. With the exception of the Testimonial section, detailed below, the specifics of your feedback will be kept in confidence and will not be shared beyond the ACTION consortium. If you have any queries or would like to give feedback that you don't wish to share with the consortium, please contact Kat Austen on [austen@igb-berlin.de](mailto:austen@igb-berlin.de).*

What support was the most useful?

Did the training or support materially affect your decisions throughout the Accelerator period? If so, what?

Did any of the Accelerator support materially affect your opportunities for dissemination or sustainability during the Accelerator period? If so, what?

Did you form relationships with other ACTION Pilot projects?

Do you have plans to maintain contact with other pilots?

To what degree do you plan to maintain contact?

Roughly many times per month have you been in touch with your Mentor?

By email?

By individual call (audio / video)?

Through shared document editing?

Did you have access to the expertise you needed from the ACTION consortium?

Is there any support, training or expertise that you would recommend that we include in further Accelerators?

**Your chance to give a testimonial**

*NB: we plan to use some testimonials on the ACTION website. By filling in this section you are agreeing for us to use your testimonial content.*





## Feedback on the Accelerator

*The answers to this feedback questionnaire will be used to inform our decisions on the next round of the Accelerator. Some may be reported on aggregate in ACTION documentation. If you have any queries , please contact Kat Austen on [austen@igb-berlin.de](mailto:austen@igb-berlin.de).*

Did you have previous experience of mentoring before joining the ACTION Accelerator as a mentor?

Did taking part in mentoring during the ACTION Accelerator feed into your own research?

Did you engage with the preparatory materials (Mentor Briefing Document, Mentoring Timeline) when assigned as a mentor?

Would you have benefitted from further onboarding or training prior to working with your projects? If so, what?

Do you have plans to maintain contact with your pilot?

Roughly many times per month have you been in touch with your pilot?

By email?

By individual call (audio / video)?

Through shared document editing?

Did you provide support to projects other than the one you were mentoring?

Is there any support, training or expertise that you would recommend that we include for new mentors?

Do you have any other recommendations?

**Your chance to give a testimonial as a mentor**

*NB: it would be nice to include testimonials from mentors on the ACTION website, as well as those from projects. By filling in the section below you are agreeing for us to use your testimonial content.*

