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D3.1 - Call Definition: Round 1

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Abstract	This document outlines the outputs and preparations made for the open call process, including call documentation and definition, the submission platform, the relationship with applicants and the application selection process.
Keywords	Open Call, Documentation, Outputs

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EXECUTIVE SUMMARY

This document is the first of WP3 -- the Open Call. This work package defines, documents and implements processes and resources for the open call process which will select external citizen science pilot projects to be funded by ACTION and to participate in the ACTION accelerator process. This work package therefore is closely linked to WP2 -- the Accelerator -- but will also align with WP5 -- the Socio-Technical Toolkit, providing practical use cases and experiences for the creation and evaluation of tools -- and WP6 -- Impact Assessment, providing case studies of the impact that citizen science projects can have.

WP3 consists of the following tasks:

1. T3.1 Call Definition and Documentation
2. T3.2 Submission Platform
3. T3.3 Relationship with Applicants
4. T3.4 Application Selection
5. T3.5 Call Dashboard

This document summarises the activities and outputs of tasks 3.1-3.4 in the first 6 months of the project, in preparation for the launch of the first round of the open call process on the 1st of August 2019. The lessons learnt from the first round of the call will inform the second round of the call and associated documentation, to be delivered in month 18. Moreover, we will further produce a summary report of this first round in deliverable 3.3 to be delivered in month 24.

Overview of Task Outputs

T3.1 Call Definition and Documentation

Applicants will be directed to the ACTION website (www.actionproject.eu) to learn about the open call and enter the call process. The open call page informs potential applicants of the benefits of the ACTION open call process, eligibility requirements, the application process, provide links to the documents, deadlines and where to seek additional support and information.

We have prepared three reference documents for applicants. These include:

1. Call announcement: a short document to advertise the call and communicate key details such as links to call documents, to be circulated through various channels including social media and mailing lists:
<https://drive.google.com/open?id=14rG6oeTPwIT4Cmh23nfUR2ut6Yo5kuBf8rjyVNpzOnE>
2. Guide for applicants: a full guide document including -- but not limited to -- an explanation of ACTION and its goals, the open call process and its purpose, the eligibility requirements for the call, the application process, the review process and next steps:
<https://drive.google.com/open?id=1xUCVRUIdu-t9dQJP8JXwDXrLVQDkTHXx8Pk9ffUCohl>
3. Call FAQ: a set of questions to be posted on the ACTION website. The full text can be seen here:
https://drive.google.com/open?id=1yhayW6xJJ3rVwHEmehWNEPeDCg9Cdg2nASUckHdq_rhk

The guide applicants additionally provides links to the documents required for the application process. These include a short proposal form, consisting of 22 questions, outlining the idea behind the proposal, the impact proposition, how the proposal is to be implemented and a budget plan for the proposal. The proposal template form can be seen here:

<https://drive.google.com/open?id=1GljPqB3Lw6vAUbt0xcODBMEQhZJOELeTuf0wg5jy7s4>

Additionally applicants will be asked to complete the ACTION declaration of honour and upload the signed document during the application process. This can be seen here:

<https://drive.google.com/open?id=1QahEa08IEToXcl6J2FFENa5m33DTHU1flR6hdG-ki4Y>

T3.2 Submission Platform

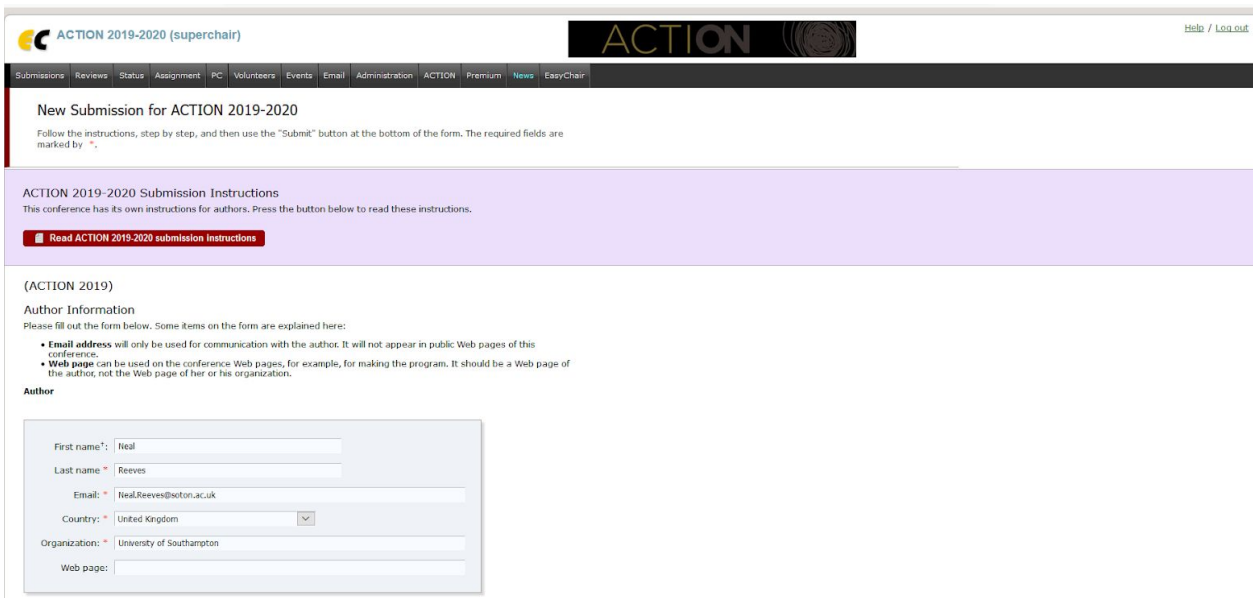
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The submission platform to be used for the ACTION open call is Easychair. All submissions are to be made through the ACTION Easychair instance at:

<https://easychair.org/conferences/?conf=action-2019-2020>

The application process consists of two sections with two PDF upload documents. Applicants must first register with Easychair if they have not previously done so and log in prior to commencing. Upon doing so, they will be asked to complete the following documents:

1. **Contact Details:** a selection of contact details including a name, email address, country and if relevant, web page.
2. **Registration Form:** a short registration form, giving their proposal title, organisation, organisation profile and their role within the organisation, as well as indicating that they have the necessary permission to complete the application.
3. **Short Proposal:** the short proposal form as linked above.
4. **Declaration of Honour:** the declaration of honour as linked above.



T3.3 Relationship with Applicants

To communicate with applicants and manage queries and issues, we have set up a contact email address for the call at call@actionproject.eu. This contact email is mentioned in the call announcement, on the ACTION website, in the guide for applicants and within the application platform.

We have prepared an FAQ document which will be available to applicants, with the FAQs themselves posted on the ACTION website. These include a range of questions regarding eligibility, budget and the application process and have been informed by our experiences in previous similar calls and the questions asked by applicants during those processes. We will further assist applicants with queries and the application process through a series of three

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webinars to take place on the 20th of August, the 17th of September and 8th of October at 10.00 BST. These webinars will be recorded and made available for those applicants unable to participate live.

The relationship with successful applicants will be an ongoing process and the nature of this relationship is laid out within the declaration of honour and will form the contract that successful applicants sign with ACTION before commencing the accelerator process.

T3.4 Application Selection

Within the guide for applicants, we have provided information about the review process and criteria -- this can be seen in the section titled "How do we select proposals" and further details are available in appendix 5 "Review Criteria". The guide gives further details regarding the timeline for the review, shortlisting and interview processes. All reviews will be documented, collated and distributed through Easychair. All shortlisted proposals will be invited to interview.

Next Steps

The next steps in the call process are as follows:

- **1st of August** - Call opens for applications. Call dissemination begins and the help email account is manned to address questions and queries
- **20th of August** - the first webinar takes place
- **17th of September** - the second webinar takes place
- **8th of October** - the final webinar takes place
- **31st of October** - the call closes
- **1st of November** - the review process commences, with shortlisting and invitations to interview
- **2nd of December** - the interview process commences
- **6th of December** - the interview process concludes
- **9th of December** - successful pilots are selected and contacted. Negotiations begin.
- **31st of January** - negotiations conclude.
- **1st of February** - accelerator commences.