



# NATIONAL FUND FOR OPEN SCIENCE

(2019 Edition)

## PREPARATORY TEMPLATE FOR THE ON-LINE FORM

(English translated version)

This document is a reproduction in PDF format of the online platform SIGAP form to be completed by each project coordinator.

It allows candidates to read and prepare their answers to the questions before entering them on line.

**Opening date of the SIGAP platform call for projects:**

January 13, 2020 at 2:00 p.m. CET (UTC+1)

**Closure date for the call for projects:**

March 31, 2020 at 2:00 p.m. CET (UTC+1)

Publication address of the call for projects

<https://sigap.cnrs.fr>

For further information

<https://www.ouvrirlascience.fr/open-science/>

**NB:**

*This document has been translated into English to make it easier to understand.  
However, the only authentic version of this document is the French one.*

The character \* denotes a mandatory data entry

## Tab 1: Type of initiative

Select the type of initiative \*

- Infrastructure
- Platform
- Editorial content or combining several editorial projects

*Reminder: in the "exemplarity Criteria" section following this online form, make sure you complete the table that corresponds to your type of initiative:*

*- TABLE A for "Infrastructure" or "Platform" type initiatives;*

*- TABLE B for initiatives of the type "Editorial content or combining several editorial projects".*

## Tab 2: Identification of the project and the project Coordinator

Add identifying elements to the project

Project title \* :

Project acronym:

Under FNSO funding project Coordinators manage all or part of a project. They centralise the submission of an application. They liaise with the FNSO for their projects.

Surname and first name of the Project Coordinator \* :

Email address of project initiator-coordinator\* :

Institution coordinating the application (organisation, company) \* :

*Name and address of the institution*

*Surname and first name of the person in charge of the institution*

Contact point of the administrative and financial department of the coordinating institution submitting the application \* :

*Last name and first name - email address - postal address*

## Propose a summary of the project Coordinator's CV

**Current position** \* (maximum recommended number of characters = 500) :

**Training history and diplomas/certificates** \* (maximum recommended number of characters = 500) :

**Significant professional experience in the context of the project** \* (maximum recommended number of characters = 1000) :

## Tab 3: Project description

### Give a brief description of the project

**Background information** \* (maximum recommended number of characters = 2000) :

**Objectives of the project** \* (maximum recommended number of characters = 2000):

**Positioning and potential impact of the project in the open science ecosystem (provide measurable indicators)** \* (maximum recommended number of characters = 2000):

### Give details of the strategy and organisation of the project

**National and international positioning strategy** \* (maximum recommended number of characters = 2000) :

**Strategy for pooling resources between actors** \* (maximum recommended number of characters = 2000) :

**Project governance and management** \* (maximum recommended number of characters = 2000) :

**Project duration in months** \* :

**Strategy to ensure sustainability beyond the duration of the project** \* (maximum recommended number of characters = 2000) :

## Tab 4: Project stakeholders

### Explain the different stakeholders in the project

A project is divided into one or more stakeholders.

In the context of a collaborative project, there can be two types of stakeholder: Beneficiary or Partner.

- The Beneficiary requests funding from the FNSO for its part of the project. The coordinator is a Beneficiary.
- The Partner carries out part of the project without requesting FNSO funding.

### How many beneficiaries and partners are there in the project:

- **Number of Beneficiaries (including the Coordinator) \* :**

*Example: 2*

- **Number of Partners(s) \* :**

*Example: 1*

**= Total number of stakeholders\* :**

*Example: 3 (number of Beneficiaries + number of Partners)*

**Describe the involvement of each project Beneficiary and Partner in detail\*** (*maximum recommended number of characters = 4000*) :

- **Information on the type of institution and the person in charge of each part of the project (surname, first name, current position, description of the role and level of involvement)**
- **List of the main participants within each project part (surname, first name, current position, description of the role and level of involvement)**
- **Description of the actions and objectives of each part of the project**

#### Example:

##### **Beneficiary part 1: Project Coordinator**

- *Beneficiary institution coordinator of part 1*
- *Beneficiary manager coordinator of part 1 (repeat surname, first name, description of the role and level of involvement)*
- *the main participants within part 1 (surname, first name, current position, description of the role and level of involvement)*
- *Description of the actions and objectives of part 1*

**Beneficiary part 2:**

- *Beneficiary institution of part 2*
- *The main participants within part 2 (surname, first name, current position, description of the role and level of involvement)*
- *The main participants within part 2 (surname, first name, current position, description of the role and level of involvement)*
- *Description of the actions and objectives of part 2*

**Partner Stakeholder 3:**

- *Partner institution of part 3*
- *Partner Manager of part 3 (surname, first name, current position, description of the role and level of involvement)*
- *Main participants within part 3 (surname, first name, current position, description of the role and level of involvement)*
- *Description of the actions and objectives of part 3*

***Reminder: Ensure that the CVs of the Project Coordinator and the Beneficiary Managers or Project Partners are submitted in a single document in the "attachments" section at the end of the online form for responding to the call for projects.***

## Tab 5: Request for financial resources

### Specify the budget request

Amount requested for the entire project \* (in euros):

Amount of the contribution for the whole project \* (in euros):

Detailed justification of the request \* (*maximum recommended number of characters = 4000*) :

- Explain all amounts requested by project Beneficiaries;
- Explain all contributions and financial contributions to the project;
- Detail the nature of the expenses and achievements financed.

Business model at the end of the project (*maximum recommended number of characters = 2000*) :

### Provide information for specific cases, if necessary

Special case of unit payment of publication costs (type "APC" or "BPC"): detail the calculation method used to determine the amount of the costs (*maximum recommended number of characters = 2000*) :

Other special cases (*maximum recommended number of characters = 1000*) :

### Bring additional information, if necessary

History of financing or business models (*maximum recommended number of characters = 2000*) :

Other additional information (*maximum recommended number of characters = 2000*) :

**Reminder: Ensure that you submit the completed financial request table for the whole project in the "attachments" section at the end of the online form for the call for projects.**

## Tab 6: exemplarity criteria A

### Exemplarity criteria for platforms and infrastructures (Table A)

- Enter these exemplarity criteria ONLY if your type of initiative is a "platform" or "infrastructure";
- If your type of initiative concerns "editorial content or content combining several editorial projects": make sure you only complete table B in the following tab;
- For each of the exemplarity criteria: select a progress status at the time of the response to the call for projects, select a progress status targeted for the end of the FNSO funding period, then provide proof within the dedicated "comment" box. These criteria can be considered to be targets. The fact that they are not reached at the beginning of the project does not prevent the project from being submitted.
- If you cannot meet certain criteria, please explain why.

*The list of exemplarity criteria is available in the text of the call for projects or on the website [accessible via this link](#).*

## Tab 7: exemplarity criteria B

### Exemplarity criteria for editorial content or content combining several editorial projects (Table B)

- Enter these criteria ONLY if your type of initiative concerns "editorial content or content combining several editorial projects";
- If your type of initiative concerns a "platform" or an "infrastructure" make sure you only complete table A in the previous tab;
- For each of the exemplarity criteria: select a progress status at the time of the response to the call for projects, select a progress status targeted for the end of the FNSO funding period, then provide proof within the dedicated "comment" box. These criteria can be considered to be targets. The fact that they are not reached at the beginning of the project does not prevent the project from being submitted.
- If you cannot meet certain criteria, please explain why.

*The list of exemplarity criteria is available in the text of the call for projects or on the website [accessible via this link](#).*

## Tab 8: Honour commitment \*

- In checking this box, the Project Coordinator confirms:
- having solicited and obtained the agreement of his/her superior(s) to participate in the project;
  - having informed any Beneficiary Manager or partner of a part of the project that they must obtain the agreement of their superiors to participate in the project.

*NB: each person in charge of a part of a project must ensure the commitment of his or her home institution before submitting the candidate project within the application.*

*Each Manager receiving funding from the FNSO as part of a winning project must send back a commitment document from his/her Beneficiary institution.*

## Tab 9: Conclusion

Free comment (maximum recommended number of characters = 2000) :

## Tab 10: Attachments

Submit the attachments of the call for projects:

- Within a single file: the CVs of the Project Coordinator and all project leaders (Project beneficiary managers and Project partner managers);
- The completed financial request table for the project;
- Within a single file: any additional documents to support the application (financial summaries, graphical representations, presentations or explanatory annexes).



## Tab 11: List of documents to be submitted

Check that you have met all the criteria necessary to submit your response to the call for projects:

- Project identification and description information
- Entering of all the exemplarity criteria corresponding to the type of initiative selected
- Submission within a single file of the CVs of the Project Coordinator and all project leaders (Project beneficiary managers and Project partner managers)
- Submission of the completed financial request table for the project
- Submission within a single file of any additional documents to support the application (financial summaries, graphical representations, presentations or explanatory annexes)

**For any questions or difficulties please contact [fns0.aap@cnrs.fr](mailto:fns0.aap@cnrs.fr)**