



# Horizon Europe Programme

## Guide for Applicants

Marie Skłodowska-Curie Actions - MSCA and Citizens

Version 1.0 - 2021  
21 June 2021

### Disclaimer

This guide aims to support potential applicants to the MSCA and Citizens 2022 call. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission nor the European Research Executive Agency (or any person acting on their behalf) can be held responsible for the use made of this guidance document. Note that the guidance provided in the Annotated Model Grant Agreement shall prevail in case of discrepancies.



## History of changes

Version	Date	Change	Page
1.0 2021	21.06.2021	▪ Initial version	

**Note:**

**National Contact Points (NCPs)** have been set up across Europe and beyond by the national governments to provide information and personalised support to HE applicants in their native language. The mission of the NCPs is to raise awareness, inform and advise on HE funding opportunities as well as to support potential applicants in the *preparation, submission and follow-up* of the grant applications. For details on the NCP in your country please consult the [National Contact Points page](#).

## Table of Contents

<b>1. EUROPEAN RESEARCHERS' NIGHT 2022-2023 .....</b>	<b>4</b>
<b>1.1 Beneficiaries .....</b>	<b>4</b>
<b>1.2 Eligibility .....</b>	<b>5</b>
<b>1.3 Project duration .....</b>	<b>5</b>
<b>1.4 Typical activities of a European Researchers' Night .....</b>	<b>5</b>
<b>1.5 Financial Regime .....</b>	<b>6</b>
<b>1.6 Timetable .....</b>	<b>7</b>
<b>1.7 Award criteria and scores .....</b>	<b>7</b>
<b>2. INSTRUCTIONS FOR COMPLETING PART A AND PART B OF THE PROPOSAL.....</b>	<b>8</b>

# 1. European Researchers' Night 2022-2023

The European Researchers' Night is the largest research communication and promotion event taking place across EU Member States and Horizon Europe Associated Countries. It takes place every year, on the last Friday of September<sup>1</sup> and supports events that can last up to two days: they can start on Friday and continue the following day. Pre-events, prior to the main event, and related post-events, such as wrap-up meetings or small-scale follow-up events, can also be organised.

The European Researchers' Night is the occasion for a Europe-wide public and media event for the promotion of research careers. It targets the general public, addressing and attracting people regardless of the level of their scientific background, with a special focus on families, pupils and students, and notably those who do not have easy access to, and thus are less inclined to engage in, STEAM (science, technology, engineering, arts and mathematics) or research activities.

The European Researchers' Night will also bring researchers to schools to interact with pupils at any time during the whole project duration. The Researchers at Schools activities will allow for researchers and pupils to interact on societal challenges and on the key role of research in addressing these challenges. Pupils will thus also learn directly about research projects and initiatives related to EU main priorities.

Typically, the activities are structured **around 5 Work Packages** (Awareness campaign, Activities during the NIGHT, Researchers at Schools activities, Impact assessment, and Management).

**Note: Links to other official documents (e.g. [Horizon Europe MSCA Work Programme part](#), [Horizon Europe General Annexes](#), [Horizon Europe Lump Sum Model Grant Agreement](#), [Horizon Europe Programme Guide](#)) are provided in the [call page on the Funding and Tenders Portal](#) and are also accessible from the [REA website](#).**

## 1.1 Beneficiaries

The NIGHT can be organised either by one single beneficiary or by several organisations constituting a partnership at regional, national or cross-border levels.

Beneficiaries are **signatories of the Grant Agreement**. They directly contribute to the implementation of the action and may participate in one or several Work Packages and take complete responsibility for executing the proposed activities.

In the case of participation of more than one beneficiary, one of them takes the role of coordinator. The coordinator is responsible for the monitoring of the proper implementation

---

<sup>1</sup> Except for countries which for strong cultural reasons would be prevented from organising any action addressing the public at large on such a date in which case the date should be as close as feasible to the last Friday in September.

of the action. It coordinates the claiming of the contributions, receives funding and distributes it.

## 1.2 Eligibility

Applications may be submitted by one or more legal entities established in an EU Member State or Horizon Europe Associated Country.

Legal entities created under EU law may be eligible to receive funding, unless their basic act states otherwise. International European research organisations<sup>2</sup> are eligible to receive funding.

**Activities carried-out in non-associated third countries are not eligible for funding.**

## 1.3 Project duration

The maximum duration of the project will be 24 months from the starting date specified in the Grant Agreement. Applicants are encouraged to submit proposals covering two successive editions (2022 and 2023) of the European Researchers' Night.

## 1.4 Typical activities of a European Researchers' Night

Applicants are encouraged to focus on, and include activities relating to, priorities identified by the Horizon Europe [Missions](#) in their events.

Activities should combine education with entertainment, especially when addressing young audiences. They can take various forms, such as exhibitions, hands-on experiments, science shows, simulations, debates, games, competitions, quizzes, etc. Where appropriate, engagement with educational institutions should be sought in order to encourage formal and informal science education with the aim of improving the scientific knowledge base. The European Researchers' Night should be highlighted as a European (and Europe-wide) event, and each proposal should promote the European Union and its impact on citizens' daily lives in the most appropriate way, according to the set-up and the configuration of the event, its location and its activities.

The Researchers at Schools activities should allow researchers to showcase their work and engage in interactive ways with pupils. Researchers will engage with teachers and pupils on challenges related to climate change, sustainable development, health and other issues related to the European Commission priorities and main orientations, such as the European

---

<sup>2</sup> 'International European research organisation' means an international organisation, the majority of whose members are Member States or associated countries, whose principal objective is to promote scientific and technological cooperation in Europe.

Green Deal or the EU Research and Innovation [Missions](#). **The Researchers at Schools activities should take place throughout the year** and should be subject to a dedicated promotion, notably towards schools.

Involvement of researchers funded by Horizon Europe or previous Framework Programmes, notably by the Marie Skłodowska-Curie Actions, is highly encouraged.

Partnerships and coordination at regional, national or cross-border levels will be strongly encouraged aiming at a good geographical spread and avoiding overlaps.

## 1.5 Financial Regime

Eligible costs will take the form of **lump sum** contributions as defined in the Decision of 11 March 2021 authorising the use of lump sum contributions and unit contributions for Marie Skłodowska-Curie actions under the Horizon Europe Programme<sup>3</sup>. We strongly encourage you to read this document before submitting your proposal.

The expected EU contribution per project is between EUR 50 000 and 150 000 **per annual edition** of the European Researchers' Night. Therefore, the expected EU contribution requested for a proposal covering **two successive editions** (2022 and 2023) is between EUR 100 000 and 300 000. Nonetheless, this does not preclude submission and selection of a proposal requesting different amounts.

**Applicants propose a lump sum based on a detailed estimation of costs. Following evaluation of the proposal and taking into account expert advice, an individual lump sum is fixed in each grant agreement.**

Proposals must contain a detailed budget estimation that resolves the direct costs of each beneficiary in the following categories:

- personnel costs
- subcontracting costs
- purchase costs (travel and subsistence + equipment + other goods, works and services)
- other cost categories

Indirect costs are added by applying the 25% flat rate to the direct cost categories that qualify for the calculation of indirect costs<sup>4</sup>.

In addition, applicants must provide a split of the lump sum per beneficiary and affiliated entity (if any), and per work package. If applicants intend to organise two editions of the European Researchers' Night, they shall indicate as well the total costs per edition.

---

<sup>3</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/unit-cost-decision\\_he-msca\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/unit-cost-decision_he-msca_en.pdf)

<sup>4</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf)

Payment of the lump sum shares is linked to the completion of work packages. Therefore, it is recommended to design work packages in a way that enables the clear identification of whether the action has been completed. When designing horizontal work packages, this recommendation is an important consideration.

It is critical that the information provided in Part A is identical to the information given in proposal Part B. In case of discrepancy, the information provided in the Part A will take precedence, unless there is an obvious clerical error.

## 1.6 Timetable

<b>Opening of the call</b>	<b>22 June 2021</b>
<b>Deadline for submission of proposals</b>	<b>7 October 2021</b>
<b>Evaluation of proposals</b>	<b>November 2021</b>
<b>Evaluation Summary Reports sent to proposal coordinators ("initial information letter")</b>	<b>As from January 2022</b>
<b>Invitation letter to coordinators likely to be proposed for funding to prepare grant agreement negotiations with REA services</b>	<b>As from February 2022</b>
<b>Signature of first grant agreements</b>	<b>March-April 2022</b>

## 1.7 Award criteria and scores

The proposal will be evaluated against the award criteria defined in [General Annex D](#) of the Horizon Europe Work Programme 2021-2022 and applicable to all Coordination and Support Actions. These are:

<b>European Researchers' Night (NIGHT)</b>		
<b>Excellence</b>	<b>Impact</b>	<b>Quality and efficiency of the implementation</b>
<p>(The following aspects will be taken into account, to the extent that the proposed work corresponds to the description in the work programme)</p> <ul style="list-style-type: none"> <li>- <b>Clarity and pertinence of the project's objectives.</b></li> <li>- <b>Quality of the proposed coordination and/or support measures, including soundness of methodology.</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>Credibility of the pathways to achieve the expected outcomes and impacts specified in the work programme, and the likely scale and significance of the contributions from the project.</b></li> <li>- Suitability and quality of the measures to maximise expected outcomes and</li> </ul>	<ul style="list-style-type: none"> <li>- Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.</li> <li>- Capacity and role of each participant, and the extent to which the consortium as a whole brings together the</li> </ul>

	impacts, as set out in the dissemination and exploitation plan, including communication activities.	necessary expertise.
--	---	----------------------

### **Scores**

Evaluation scores will be awarded for the criteria, and not for the different aspects listed in the table. For full applications, each criterion will be scored out of 5 in steps of 0.5. The threshold for individual criteria will be 3. The overall threshold, applied to the sum of the three individual scores, will be 10.

High-quality applications not retained due to lack of funding, but passing all thresholds, may be granted the status of associated events.

## **2. Instructions for Completing Part A and Part B of the Proposal**

MSCA and Citizens proposal part A can be accessed from the call page on the [EU Funding & Tenders Portal](#) and is also accessible from the [REA website](#). It has embedded instructions.

Part B can be downloaded from the call page on the [EU Funding & Tenders Portal](#) and is also available from the [REA website](#). All instructions for completing part B of the proposal are stated at the beginning of the template and should be removed before proposal submission.