Guidelines for the implementation of the CRCs Incubators call

This document was created with the intention of guiding the Connected Research Communities Incubators in the implementation of the activities described in the approved application forms. The guideline includes information about the period of implementation, budget and cost eligibility, visibility and dissemination, involvement of external stakeholders, work with inclusion and gender balance as well as information relevant for the reporting phase.

General context

The Connected Research Communities Incubators call was launched as part of the Erasmus+ 2050 EUTOPIA project implemented by the 6 founding members of the EUTOPIA alliance: Vrije Universitet Brussel, CY Cergy Paris University, University of Gothenburg, University of Ljubljana, Pompeu-Fabra University-Barcelona, University of Warwick. The 2050 project is co-financed by the European Commission and each of the 6 above mentioned universities.

Implementation period

All activities planned to take place under this pilot call have to be implemented before the end of October 2022. A derogation from this deadline will be allowed in special cases and only after previous contact with the call coordinators. The derogation can be of maximum 15 days and it can concern only the organization of activities and does not apply to the deadline for sending in the final report by the CRCs Incubators coordinators by the latest November 30, 2022.

Budget and costs eligibility

Each researcher from a EUTOPIA university participating in a Connected Researcher Community Incubator receives up to **€3000** for networking purposes such as travel, living accommodation and subsistence.

The above mentioned 3000 Euro can be used only by the participants budgeted in the application form (coordinator and/or partner(s) 1-5 and only if you have indicated that a budget is requested).

Important! This budget can only cover costs for activities organized digital or residential in one of the 6 EUTOPIA universities countries (Vrije Universitet Brussel, CY Cergy Paris University, University of Gothenburg, University of Ljubljana, Pompeu-Fabra University-Barcelona, University of Warwick).

Researchers from VUB, CY, GU, UPF and Warwick could apply for an additional **€2000** per researcher to be spent on costs mentioned above or on other expenses (e.g. research expenses or on external partners). The university's local procedures determine how these funds can be used. Each budgeted researcher is required to contact his/hers/their local university for details about how to use these funds, book accommodation/travel, report the expenses etc.

For more details about the eligibility of the budgets please see the table below:

Budget	Budget track	Eligible participants	Eligible countries	Eligible costs
€3000	EU co-finance through the 2050-project	Only budgeted CRC Incubator partners from the 6 EUTOPIA universities	Costs incurred only for activities organized in the countries of one of the 6 EUTOPIA universities	Costs incurred for networking purposes such as travel, living accommodation and subsistence.
€2000	University co-finance through the 2050-project	Everyone, but administered through the local universities	All	Costs for networking purposes (internal & external stakeholders), research expenses etc. Subject to the procedure of each of the 6 EUTOPIA universities.

As these two parts of the budget are coming from different budget categories each research will be asked to keep a clear track of the budget part used for covering his/hers costs. The information on how to do so will be provided by the contact person at each university.

For the simplicity of the financial reporting we advice organizing all mobility activities in the countries of one of the six EUTOPIA member universities.

External stakeholders

External stakeholders are defined as any university, institution, company and/or organization besides the 6 EUTOPIA universities mentioned in the call. In this call the 4 new EUTOPIA-alliance universities (Babeș-Bolyai University, Technische Universität Dresden, Ca' Foscari University of Venice, NOVA University Lisbon) are also defined as external stakeholders and their costs are not covered from the **€3000** part of the budget. Please see the information provided in the **Budget and costs eligibility** section for more information about budget eligibility for external partners.

Gender balance

All approved CRCs Incubators are requested to plan, document and monitor their own work with inclusion and gender balance. All CRCs Incubators will have to provide information about these aspects of their work at final reporting stage.

Reporting

The implementation and impact of the CRCs Incubators pilot activity will be monitored and assessed during and after the end of EUTOPIA 2050 project.

All applicant coordinators will be responsible for sending a report by the latest November 30, 2022. The coordination team will provide a report template during September 2022.

The information included in the reports each CRCs Incubators will send in will be analyzed and presented in the final report that will be written by the 6 universities at the end of the 2050 project. Moreover, the input received in the CRCs Incubators reports will be valuable feedback on how to form future CRC calls.

The CRCs will be expected to report, among others, on aspects as:
- Activities organized and participant lists
- Involvement of external stakeholders and work with inclusion and gender balance
- Connection to specific global challenges and SDGs
- Outputs and outcomes
- Future plans

Future monitoring

A questionnaire will be sent to all CRCs coordinators in April 2023. The purpose of the questionnaire will be to gather information about the evolution of the CRCs and their future plans as well as to identify potential development needs that future CRC calls could answer to.

Visibility and dissemination

All CRCs have the possibility of making their public activities visible on the EUTOPIA-alliance website. Interested CRCs are invited to send to us:
- A description of the activity and of the target group
- Details about the times of the online/hybrid activity
- Registration link/Zoom/Teams etc link where the interested target group can join the activity
- Contact person (not mandatory)

The logos of the ERASMUS+ programme and the EUTOPIA alliance will have to be made visible on all external communication of the CRCs (e.g. description of public events, ppt presentations, publications etc). Link will be provided in a separate E-mail.

Further support

A webinar will be organized by the call managers on the 30th of August 2022, between 15:00 – 16:00 CET. The objctives of the seminar will be to:
- advice on questions regarding the budget use
- Q&A with the coordinator from own universities in dedicated Zoom rooms
- preparation for reporting
- gather general feedback about the CRC call and potential future improvements

The registration for participation is opened until the latest 28th of August. The link for the registration will be sent during July.

Contact details

For general enquiries: eutopiacrc@gu.se

For local implementation procedures, contact the local Programme Managers:

- Vrije Universiteit Brussel: RD.secretariaat@vub.be
- CY Cergy Paris University: **Karine Gambier-Leroy**, Secretary-General of the Institut for Advanced Studies, CY Cergy Paris University, karine.gambier-leroy@cyu.fr
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