

# HERA Joint Research Programme “Public Spaces: Culture and Integration in Europe”

## Frequently Asked Questions (FAQ)

The following series of Frequently Asked Questions and answers are grouped under three main categories of General, Outline Proposals and Full Proposals as related to the main stages of the HERA Joint Research Programme. You can also consult the HERA JRP PS Glossary on the HERA website for additional information ([www.heranet.info](http://www.heranet.info)).

**Please note that this document will be up-dated regularly. If your question is not answered here, please contact the HERA JRP PS Handling Agency at [hera@nwo.nl](mailto:hera@nwo.nl). For questions about national eligibility issues, please contact the national contact persons listed at the end of the call text.**

**Last update: 24 August 2017**

### **GENERAL**

#### **1. What is the main objective of this HERA Joint Research Programme (HERA JRP PS)?**

The HERA Joint Research Programme “Public Spaces: Culture and Integration in Europe” (HERA JRP PS) partners have launched a joint call for trans-national Collaborative Research Projects (CRPs) under the theme: “Public Spaces: Culture and Integration in Europe”. By launching the HERA JRP PS call for proposals, humanities funding organisations in 24 countries want to create opportunities for collaborative, trans-national humanities-led research that will result in new academic insights relevant to major social, cultural, and political challenges facing Europe.

The aim of the HERA “Public spaces” programme will be to deepen the theoretical and empirical cultural understanding of public spaces in a European context. The programme has been designed to facilitate a broad range of cultural approaches to conceptualising **public space**, its structural and processual formations, and its possible outcomes in terms of integration, exclusion, disintegration, fragmentation, hybridization, amalgamation or transmission.

#### **2. Which countries are participating in the HERA JRP PS?**

Austria, Belgium (Wallonia-Brussels Federation), Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom. A list of national contact points – who may be contacted for questions about national eligibility issues – can be found at the end of the HERA JRP PS Call.

### **3. Not all of the European countries are in the list of possible participants; why?**

Funding agencies in all European countries had been invited to join the preparation and funding of the HERA Joint Research Programme. In order to participate they need to contribute their share into the HERA JRP PS budget for the funding of transnational collaborative research projects. Funding agencies in the countries listed above did formally make that financial commitment. Other countries (including some partners in the HERA Network) were unable to make such a commitment. This was mostly due to financial reasons (no funding available) or legal reasons, thus preventing them from participating in this JRP.

### **4. What is the research theme that my project idea must fit within?**

This HERA JRP PS call focuses on the theme "Public Spaces: Culture and Integration in Europe". The theme specifications are provided in the Call for Proposals which you can download on the HERA website: [www.heranet.info](http://www.heranet.info).

### **5. What character/size/duration must a HERA JRP PS Collaborative project have?**

- a) be collaborative - involve at least four HERA JRP PS countries;
- b) must be humanities-driven, although proposals are encouraged to involve contributions from other research domains where appropriate;
- c) may include any type of researcher (senior, post-doc, Ph.D.) that is in accordance with national eligibility, but type of researcher must be justified;
- d) may not exceed the maximum budget size of 1 M€;
- e) must be between 24 and 36 months in duration. CRPs must start by May 2019 and finish by May 2022 at the latest. If projects are shorter than 3 years they must commit to participate in the HERA JRP PS Knowledge Exchange activities until mid 2022;
- f) must be carried out by a balanced consortium, but distribution of funding over countries may be uneven;
- g) must take into consideration equality and diversity dimension issues;
- h) apart from excellent research, Knowledge Exchange and Knowledge Dissemination must be part of the project; in addition - depending on national requirements - the project may involve researcher training.

### **6. What should a HERA JRP PS Collaborative Research Project consortium look like?**

A HERA JRP PS CRP consortium must consist of at least four Principal Investigators (PIs) leading research activities in their Individual Projects (IPs). Each Principal Investigator must be based in a university or (research) institute eligible to a HERA JRP PS funder. One of the PIs will function as the Project Leader (PL).

### **7. What is a balanced consortium?**

A balanced consortium must have a reasonable division of academic labour over the partner countries which fits the research goals of the CRP. However it cannot be that one partner takes the majority of the funding and just budgets for some travel funding for the other partners. Consortia are also encouraged to take the equality and diversity dimension into consideration. Each project team should strive to include researchers early in their careers as participants in the project. HERA strives to promote gender equality, and encourages female researchers in particular to apply.

### **8. What kind of partners can be included in a Collaborative Research Project consortium?**

A CRP consortium **must** contain at least four eligible Principal Investigators (PIs) each based in a university or (research) institute eligible to HERA JRP PS funders from four or more different countries. All main applicants must be eligible for their respective national HERA JRP PS funding organisations. A list of national contact points is provided in the Call for Proposals.

Stakeholders who may provide significant added value and valuable insights to the CRP from the user's perspective and who will help explore the knowledge exchange potential of the proposed research can be included in the proposal in the form of Associate Partners (APs). More information about knowledge exchange

can be found in the HERA Knowledge Exchange Guide which is available on the HERA website, [www.heranet.info](http://www.heranet.info).

Researchers from non-HERA JRP PS countries may be added to an eligible HERA JRP PS Consortium as Cooperation Partners (CPs). (More on this issue can be found below).

**9. What happens to a consortium if one of the partners is considered not eligible?**

If one of the research partners in a CRP consortium is not eligible then the whole consortium is not eligible and their proposal will not be evaluated.

**10. What if I want to include someone who is based in a non-participating country?**

Associate Partners (stakeholders who will help explore the knowledge exchange potential of the proposed research, e.g. in the public sector, policy makers, and the creative and cultural sectors) may be based in any country.

For researchers from non-HERA JRP PS countries, please see question 11.

**11. Can researchers from other countries be included as long as the proposal also includes four other eligible partners from HERA JRP PS countries?**

Your proposal must contain a collaboration of researchers from at least four HERA JRP PS countries. That collaboration will be the sole basis of the assessment. The consortium must be sound enough to function independently of any other researchers that you may want to co-collaborate with. Researchers from countries not participating in the HERA JRP PS are not eligible for HERA funding. If they wish to collaborate with a CRP they can only do so at their own cost in the form of Cooperation Partners. Their projects/contributions to CRPs will not be taken into consideration during the evaluation. Proposals should not include CVs of Cooperation Partners.

**12. What is the definition of a HERA JRP PS CRP Project Leader (PL)?**

The Project Leader (PL) is one of the PIs responsible for carrying out and managing the CRP, in addition to his/her own Individual Project. The PL is a senior researcher with a solid experience of managing collaborative research projects. S/he will be the contact point for the HERA JRP Handling Agency throughout the application and running phase and is responsible for communication with the other partners of his/her CRP. The PL is responsible for the intellectual agenda and coherence of the project, as well as the administrative and financial management of the complete CRP including the reporting duties.

As the Project Leader (PL) also acts as a Principal Investigator, there cannot be both a PL and a PI from the same institute in one CRP. Other researchers from the same institute can be part of the PL's project team as Project Members.

**13. What is the definition of a HERA JRP CRP PS Principal Investigator (PI)?**

A Principal Investigator (PI) is responsible for leading research activities at his/her institution. As a rule a PI has to hold a Ph.D., however s/he does not have to be at any specific career stage after Ph.D. Some countries also allow for PIs without Ph.D. as long as they have adequate research experience. Other researchers (senior researchers, post-doctoral researchers, Ph.D. students) can be part of the PI's project team as Project Members (PMs). Please consult the National Eligibility Requirements for full information.

**14. Can I act as a PL in one CRP and as a PI in another/others?**

No, you can only be involved in one proposal.

**15. What happens if I submit more than one proposal or if I am involved as PI in more than one proposal?**

A Principal Investigator (PI) can participate as a PI or Project Leader (PL) in **one** HERA JRP PS proposal only. If a PI is participating in more than one proposal, the proposals will be declared ineligible and will not be evaluated.

**16. Can there be more than one Principal Investigator per country in a proposal?**

There may be more than one Principal Investigator (PI) from any one eligible country in one proposal but there can be only one Principal Investigator per institution. Other researchers from the same institution can be part of the PI's Individual Project team as Project Members. Please consult the National Eligibility Requirements for full information.

**17. Are HERA JRP PS proposals similar to EU FP7 or Horizon2020 applications?**

No, these are different programmes. The HERA JRP PS is designed by the HERA JRP PS partner agencies. However, the HERA JRP PS theme corresponds to one of the Horizon 2020 thematic priorities and the programme is co-funded by the European Commission.

**18. What is the special role of the Netherlands Organisation for Scientific Research (NWO) in the HERA JRP "Public Spaces: Culture and Integration in Europe"?**

NWO has been commissioned by the HERA JRP PS partners to act as HERA JRP PS Handling Agency (H.A.). The H.A. is entrusted with the tasks related to the implementation of the HERA JRP PS, notably:

- preparation for / launch of the JRP Call for Proposals;
- management of the evaluation and selection process (peer review).

**19. Do I have to have an agreement with my national funding organisation before I can submit a HERA JRP PS proposal?**

Please read the National Eligibility Requirements available from the HERA website. You do not have to have an agreement but your application **must** follow the National Eligibility Requirements relevant to all your PIs in addition to the general eligibility principles described in the Call for Proposals. You may contact your respective national funding organisations in order to verify eligibility if needed (see contact persons listed in the Call).

**20. How do I submit a proposal?**

Proposals must be submitted by the Project Leader via the online submission system Isaac. The link to the online system, the application templates for Outline Proposals, and a step-by-step instruction are available on the HERA website <http://www.heranet.info>. Applicants should use the application templates for Outline Proposals to ensure that the required proposal structure is followed.

**21. You are strongly encouraged to register early in the submission system (see the step-by-step instruction on how to submit a proposal on the HERA website).** Please note that a new application can be changed or deleted by the Project Leader via Isaac at any time, as long as it has not been submitted. Submitted applications can no longer be changed. This ensures that the application submitted by you is the same as the copy held by NWO. The application can only be submitted once. For technical support, contact [isaac.helpdesk@nwo.nl](mailto:isaac.helpdesk@nwo.nl).)

**22. In addition to the proposal we submit online, do we have to submit a separate proposal to our national funding organisations?**

No, but prior to submitting Outline Proposals, all applicants must read the National Eligibility Requirements available from the HERA website as some funding organisations may require you to do something extra.

## **OUTLINE PROPOSALS**

### **23. What are HERA JRP PS Outline Proposals?**

The project selection of the HERA JRP PS is divided in two phases: i) The Outline Proposal phase, and ii) the Full Proposal phase. Successful applicants of the Outline Proposal phase are invited to submit Full Proposals. Outline Proposals provide the general ideas for a CRP by specifying the scope of the CRP, the description of the methodology and partners involved, as well as an indication of the requested budget of the project. Detailed requirements as to the format of Outline Proposals are provided in the Call for Proposals.

### **24. How many partners can be included in an Outline Proposal?**

There have to be at least four partners (Principal Investigators) from different HERA JRP PS countries in a proposal. There is no maximum number of Principal Investigators (PI) per CRP. The number of PIs should be adequate to cover the scope and focus of the research being proposed and can thus vary from project to project.

### **25. How many Principal Investigators (PI) from one country can be part of a proposal?**

There is no maximum number of PIs per country but to ensure that Collaborative Research Projects benefit from international collaboration, there must be a reasonable balance. It would have to be justified if, for example, in a CRP with eight PIs, there are more than three PIs coming from the same country.

### **26. Currently, I only collaborate with researchers in countries that are not participating in the Call. Does that mean I need to find other partners in other countries?**

For the HERA JRP PS Call for Proposals, you are required to build a consortium of at least **four** partners based in and eligible for funding in the HERA JRP PS countries.

### **27. Can non-academic partners be part of a CRP?**

Non-academic partners (i.e. stakeholders in the cultural, heritage or educational sector, media or creative industries) can be included in a proposal as **Associate Partners (APs)**. Their participation as APs in a CRP will not be financially supported by the HERA JRP PS; only their travel and subsistence costs for attending CRP-related events can be covered. Associate Partners are considered part of a CRP and will be assessed as such at both the Outline and Full Proposal stage. A formal letter of commitment on the part of the APs should be appended to the Outline Proposal and Full Proposal explaining their interest and role in the CRP and making explicit the way in which they are committed to the CRP activities (financially and/or in kind). Note that Associate Partners may also be based in non-participating countries.

### **28. Is there a specific format that a HERA CRP Outline Proposal should have?**

Yes. An Outline Proposal must be written in **English** and must be submitted via the online submission system. The Outline Proposal comprises the filled-out online form pages, the filled-out Outline Proposal template (saved as PDF), and the Budget Table Template (in Excel format). Further guidance is available in the HERA JRP PS Call for Proposals.

### **29. What does a budget of an Individual Project (IP) have to include?**

Eligible costs would generally include direct costs such as employment costs (PL, PIs, and other Project Members, e.g. Ph.D. students, researchers, etc., administrative personnel), equipment, travel and meeting costs, consumables, dissemination and knowledge transfer costs, and often also indirect costs (or eligible overheads). Please read the guidelines in the Call for Proposals as well as the National Eligibility Requirements to verify the eligibility of specific budget items according to the rules of your national funding organisation. In case of doubt, please get in touch with the national contact person.

The application template available on the HERA website includes a tabulated excel table, which must be used for entering the total estimated requested budget of each Individual Project for the CRP as a whole.

**30. What currency should I use when describing the budgets?**

The estimated requested budget must be given in Euros only.

**31. Do I have to cost all PIs and APs to attend joint HERA JRP PS events?**

If you have numerous PIs and APs/CPs, please budget for no more than 6 people per event (joint launch, mid and final JRP events) as it is likely that attendance per project will be limited.

**32. How will HERA JRP PS Outline Proposals be assessed?**

An independent international Review Panel composed of between 24-30 members will assess the HERA JRP PS Outline Proposals. The members of the Review Panel are leading researchers, appointed by the HERA JRP PS Board. The composition of the HERA JRP PS Review Panel will be published on the HERA website [www.heranet.info](http://www.heranet.info) after the launch of the Call for Proposals.

**33. Can I contact the members of the Review Panel of the HERA JRP PS to discuss my proposal?**

No, you should not contact any of the members of the Review Panel to discuss your project proposal at any stage of the selection and ranking processes or afterwards. The membership of the Review Panel is publicised solely in the interest of transparency. All questions concerning the assessment process should be directed to the Handling Agency at [hera@nwo.nl](mailto:hera@nwo.nl).

**34. What are the assessment criteria for Outline Proposals?**

In the Outline Proposal phase, the Review Panel will identify proposals with potential for research excellence, by applying the following criteria:

- Relevance to the theme "Public Spaces: Culture and Integration in Europe" and evidence of humanities-led approach (30%);
- Potential for research excellence (40%);
- Potential impact of the proposed research beyond academia (15%);
- Quality of the implementation and management (15%).

Based on the input of the international Review Panel, the HERA JRP PS Board will choose the consortia which will be invited to submit a Full Proposal.

**35. How long is the selection process?**

The Call for Outline Proposals is launched on 24 August 2017 with a submission deadline on **24 October 2017, 14:00 CEST**. Full Proposals will be invited from the selected Outline Proposals in January 2018, with a submission deadline on 9 May 2018. The selection and ranking of Full Proposals will occur in October – December 2018 and the funding decisions are expected to be announced in December 2018. CRPs are expected to start in May 2019.

**FULL PROPOSALS**

**36. What are HERA JRP PS Full Proposals?**

The project selection of the HERA JRP PS is divided in two phases: i) The Outline Proposal phase and ii) the Full Proposal phase. Successful applicants of the Outline Proposals phase are invited to submit Full Proposals. Detailed requirements for Full Proposals and instructions on how to complete the application forms will be made available once Full Proposals are invited.

**37. How will HERA JRP PS Full Proposals be assessed?**

Following the evaluation of the Outline Proposals, selected applicants will be given access to the online submission form for Full Proposals. Only invited applicants will be able to submit a Full Proposal. The deadline for the submission of Full Proposals will be 9 May 2018.

Full Proposals will be remotely assessed by at least three independent external expert referees who are selected from a pool of researchers suggested by the participating funding organisations. A list of all referees used for the international peer review will be published - unassigned to proposals - on the HERA website, once the selection process has been completed.

Referee reports will be made available (anonymously) to the applicants for their information and for commenting or rebuttal (optional). The HERA JRP PS Review Panel will rank all Full Proposals based on the referee reports and the applicants' responses to these.

The Review Panel will create a ranking list consisting of the best Full Proposals and will subsequently make recommendations to the HERA JRP PS Board for the funding of these proposals.

### **38. What are the assessment criteria for Full Proposals?**

Full Proposals will be evaluated according to the following selection **criteria**:

#### Research excellence (threshold 3/5):

- sound concept and quality of objectives
- progress beyond the state-of-the-art
- quality and effectiveness of the research methodology and associated workplan

#### Potential Impact (threshold 3/5):

- relevance to the Call for Proposals
- extent to which research outcomes are likely to be of value for non-academic stakeholders and user communities
- appropriateness of measures for the dissemination and/or exploitation of CRP results, and management of intellectual property

#### Quality and efficiency of the implementation and management (threshold 3/5):

- appropriateness of the management structure and procedures
- quality and relevant experience of the individual participants
- quality of the consortium as a whole (including complementarity, balance, level of integration and collaboration)
- appropriate allocation and justification of the resources to be committed (budget, staff, equipment)

### **39. Do the partners in a Full Proposal need to be the same as in the Outline Proposal?**

In essence we expect you not to change the consortium. In case of *force majeure*, changes in the consortium are possible. Adding Associate Partners is allowed and small budget changes are accepted, too. However, the maximum budget requested cannot change at all.

If you decide to add additional PIs to strengthen your proposal, funding must be redistributed as the maximum cannot change. Also, you must make sure that your new partner(s) in a CRP is/are eligible for funding from their national funding organisation(s). The eligibility of all partners of your proposal with the national funding organisations will again be checked in the Full Proposal phase. If one PI in a consortium is not eligible, then the whole consortium will be considered not eligible and not be evaluated.

### **40. What are eligibility criteria for Full Proposals?**

The eligibility criteria for Full Proposals are the same as those for Outline Proposals.

### **41. Can I submit a Full Proposal if I have not submitted an Outline Proposal?**

No, if you did not submit an Outline Proposal you cannot submit a Full Proposal.

**42. Can I submit a Full Proposal if my Outline Proposal was not successful and I was not invited to submit a Full Proposal?**

No, only those applicants that were selected by the HERA JRP PS Board in the Outline Proposals phase can submit a Full Proposal.

**43. Will the Review Panel for evaluating and ranking Full Proposals be the same as the one that selected Outline Proposals?**

In the Full Proposals phase, the Review Panel will be made up of about half of the initial Review Panel members due to the smaller number of proposals under consideration.

**44. What is a rebuttal or Right to Reply. How do I write a good one?**

The HERA JRP PS Review Panel will be evaluating and ranking all proposals based on the reviews that have been submitted by the external experts. Applicants will be sent the external expert reviews, and have the option to submit comments on these reviews. Both the external expert reviews and the applicants' comments on these expert reviews (the Rebuttal or the Right to Reply) will be considered by the review panel in the evaluation process. The Right to Reply is a critical document that allows applicants to respond to the external experts reviews. Applicants' submissions under the Right to Reply process should be well structured, factual and objective. Applicants can re-enforce aspects of the proposal not covered in the external review comments. In addition the Right to Reply allows the applicants to address the comments made or questions raised by the external expert reviewers. If written factually and well-argued, a Right to Reply can refute some of the external expert criticisms. Applicants should note that simply disregarding the expertise of an external reviewer will be neither useful nor effective as the international Review Panel has not selected the expert reviewers, nor do they know who they are (external expert reviewers are anonymous).

Please note that the Right to Reply process is not intended to allow applicants to propose substantial revisions to their application. Applicants are encouraged to use the Right to Reply process, even if the external experts' reviews are positive. It is strongly advised that applicants conduct their own internal peer review or colleague assessment of the Right to Reply document before submitting it to the HERA JRP PS Handling Agency at NWO.