



Call for Proposals

On **Thursday 28, Friday 29 and Saturday 30 November 2024**, the **Rockhal in Esch/Belval** will once again transform into a giant research lab: the **Luxembourg National Research Fund (FNR)** is pleased to announce the **9th edition of the Researchers' Days!**

Researchers' Days – what is it?

The Researchers' Days offer scientists a unique platform to showcase their work to a wide audience. Visitors can get hands-on, experiment, ask questions and get a very concrete and personal insight into the world of research. The event helps to demystify the often abstract image of science. On the one hand, the Researchers' Days contribute to creating a better understanding of research in the population. On the other hand, such an event generates great interest and enthusiasm in children and teenagers - the scientists of tomorrow. All scientific disciplines are invited to participate in this Call for proposals!

On Thursday and Friday, the Researchers' Days are open exclusively to preregistered secondary school classes. The event will then be open to the general public on Saturday.

Researchers' Days consist of hands-on science science workshops where visitors can experiment, learn, and discover the world of research while having fun.

The success of previous editions was down to the quality of the activities put forward by the collaborating and contributing researchers and other participants in the field of science and research in Luxembourg.

We hope that you will support us again with the same enthusiasm as in previous editions and that many of you will respond to our Call for Proposals!

The Researchers' Days Organisation Team,

1. Who is eligible?

The following applicants are eligible:

- Researchers/scientists working in Luxembourg or Luxembourgish researchers/scientists working abroad (public or private sector!)
- Not-for-profit associations, foundations, etc. engaged in activities of a scientific nature*

* Associations etc. usually organising science activities for younger children (< 12 years) are invited to participate:

- you may be present during the three days, if you feel comfortable to organise a workshop for secondary school pupils (12-19 years)
- or you may hold your activity only on Saturday for the general public

* Non-profit organisations, foundations, etc. will have to present a **professional liability insurance** whose purpose is to guarantee the pecuniary consequences of the civil liability that they incur as a result of their activities and their presence at Researchers' Days. **A copy will be sent to the FNR before the signature of the contract** (after the selection phase).

2. Eligible Activities

Interactive science workshops

The objective of these workshops is to propose an interactive activity that illustrates your research work or a broader scientific theme, generating interest among visitors and enabling them to become researchers themselves for a while. The complexity of the activities proposed should be suitable for the target audience, and they should be **interactive, participative and fun. Simple PowerPoint presentations or information stands will not be accepted!**

Duration of workshops:

Thursday 28 November: 8:30 to 13:00 (non-stop)

Friday 29 November: 8:30 to 13:00 (non-stop)

Saturday 30 November: 10:00 to 19:00 (non-stop)

Workshop format:

- **Visits will be open house format on the three event days**, meaning the workshops will not be held at fixed times and visitors may come and go as they please. It is a good idea to arrange a few smaller activities that people can do at your stand (as during the Science Festival weekend). Even if there is no fixed duration for the workshops, we recommend an average of 20 to 30 minutes and we recommend also displaying the rotations on your stand (e.g., small poster with the words "next workshop starts in 30 minutes").
- **Languages:** Visitors at the Researchers' Days speak/understand mainly Luxembourgish, French and German. The number of English-speaking visitors during the last editions has however increased but remains in the minority compared to other languages. We recommend that you offer your activity in **at least two languages**, meaning that it should not be offered in English only.
- **On Thursday and Friday, visitors will exclusively be students from secondary schools (approximately 12 to 19 years old).** During the Researchers' Days, they should get a direct

overview of research in Luxembourg, get to know the different research institutes and be able to ask questions to scientists about their work and their professional daily lives. **It is essential that your activity be suited to this target audience.** You will also need to be aware that levels of knowledge vary significantly

in this age range, but also between [secondaire classique and secondaire general](#) education. Words such as 'molecule', 'atom', 'inertia', 'gravity', 'pH' etc. can be used with older students but may be difficult to understand for younger ones.

- **The event will be open to general public on Saturday.** Experience in recent years has shown that visitors on this day are mostly **families with young children**. It is therefore important **either to provide suitable explanations or to foresee additional activities for children aged 3 to 12 years** for this day. This will help to make sure that neither the visitors nor you are left disappointed.

3. Selection Criteria

The selection criteria for activities are as follows:

- **Concept and suitability of methods/content in relation to the target audience**

- Clear, relevant and original concept
- Interactive and practice-oriented concept
- Research/science at the forefront

- **Expected results**

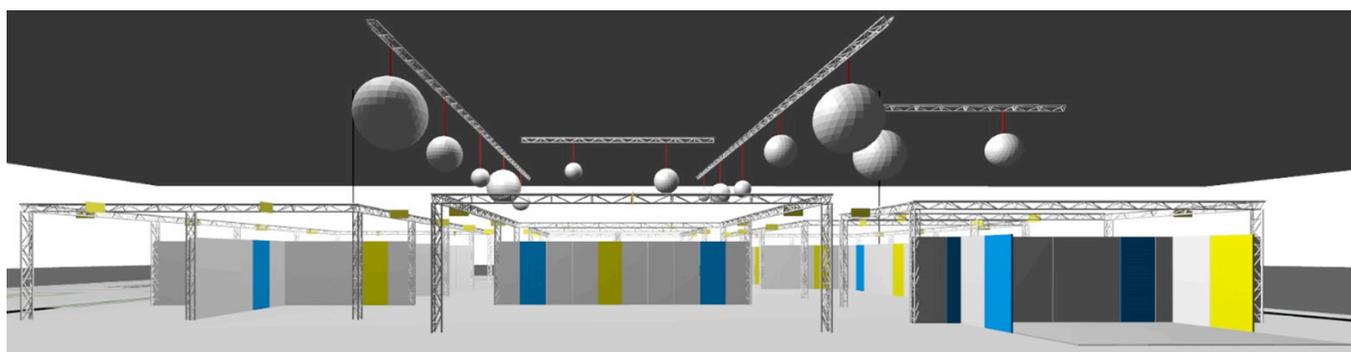
Your activity must produce certain effects on the public.

E.g., generating the audience's interest on a scientific topic, providing information to the audience, generating discussion about a scientific theme, etc.

- **Estimated expenses** (see 'Eligible Expenses' below)

NB: We would like to avoid – as much as possible – all activities that have already been run identically during previous editions of the Researchers' Days and the Science Festival. Thus, **priority will be given to new activities or activities which have been significantly reworked and updated.**

4. What does a workshop look like and what is provided?



Example of booth layout for scientific workshops at the RD.



Example of booths at the RD 2022.

The following equipment will be provided by the FNR to each science workshop and set up by the technical team the day before the event.

- Exhibit space (delimited by 2,5-3m high truss structures and rigid partition walls)
- Wooden tables and benches (beer tent set – usually 220x50 cm and 220x27cm)
- Electricity multi-sockets of 220V (16 Amps)
- Lighting (fixed spotlights at the same height as the truss structures around your stand)
- WIFI (closed network for exhibitors)

Note: The FNR does not provide nor funds electronic devices (TV screens, laptops, tablets, projectors, DVD players, etc.). However, it is possible to place an order with our event agency in charge of the logistics and technical coordination of the event. For your information, the average cost for the rental of a 55' free standing TV screen for 2 days is +/- EUR 350-400, VAT included (transport & installation fees included).

5. Eligible Expenses

1. Preparation and running expenses*

The FNR offers a **lump sum**:

Workshops: Max. EUR 450 per person present throughout the whole duration of the workshop (18 hours in total); (=> EUR 225 per person present on Thursday & Friday, EUR 225 per person present on Saturday: EUR 112,50 for 1 person present 4,5 hours, etc.)

In the online application form, please indicate how many **time slots** you will need to run your workshop for the entire duration of the Researchers' Days. **One time slot corresponds to 1 person present for 4,5 hours (remuneration: EUR 112,50).**

Examples of calculation:

- A workshop is run by 2 facilitators in the morning and 3 facilitators in the afternoon on the first day, and with 3 facilitators in the morning and 3 facilitators in the afternoon on the second day. In this case, the number of time slots for the whole workshop is 11.
- A workshop is run with 2 facilitators in the morning and 3 facilitators in the afternoon on the first day, and with 3 facilitators in the morning and **6 facilitators in the afternoon on the second day**. But during the

afternoon, **the 6 facilitators just do a performance of 2 hours each**, not 4 hours. So, the number of time slots to run the entire workshop is still 11.

The performance to run **the workshops** may be fractionable as seen in the above examples of calculation: several people can share a complete task (and take turns at the lunch) but **with the condition that a continuous presence is ensured throughout the activity**. Nevertheless, **the remuneration is made on the basis of the time slots worked and not on the basis of the number of facilitators**.

Additional staff:

If needed, the FNR can organise additional staff to help you with your activity during the event, but only under certain conditions:

- the need for additional staff must really exist
- your request must be justified to the FNR (in the online application form)
- a maximum of **1 person per event day** may be requested

→ We invite you to **first contact your respective institutions** and check if qualified scientific staff can be recruited to help you with your activity.

***N.B. VAT Reverse charge:** The performer is responsible for correctly declaring his income and it is its responsibility to take the necessary steps in his country of residence to verify the liability and the necessary steps with his tax office.

- For **performers residing in Luxembourg**, the FNR will pay the eligible amounts including VAT. In return, the performer will pay the taxes directly, if he is subject to them.

- For **non-resident performers**, the FNR will pay the eligible amount excluding VAT and will directly pay VAT in Luxembourg. The amount received by the performer is therefore the total amount minus VAT, and it is up to the performer to take the necessary steps with his tax office in his country of residence in order to recover the VAT, if there is eligibility.

2. Material expenses (new/rental)

This item includes the amount (VAT included) of all actual expenses for the purchase or rental of material and/or equipment necessary for running the activity.

N.B.: The FNR will not pay in full for any large devices (cameras, tablets, laptops, projectors, microscopes, etc.). We may contribute a small amount if you can clearly show why such a device is essential for your activity.

3. Transport and travel expenses

Transport expenses may be paid for the transport of equipment to the event location (only covered if this service is provided by a subcontractor).

Reimbursement of **travel expenses** is only granted for the duration and distance required to complete the activity as part of the Researchers' Days 2024. **Parking expenses** are also eligible **for the duration of the event** but only from Wednesday 27 (set-up day - access to your stand for set-up in the second half of the afternoon, time to be specified) until Saturday 30 November (midnight) included.

Following travel expenses are eligible:

- **Travel by public transport or rental**

Are allowed: travel by bus, train (2nd class), by air (economy class), rental car (including gas and toll) or rental bike. Receipts must be attached to the financial report. Taxi rides are not eligible.

- **Travel by private vehicle**

Travel expenses for private vehicles shall be paid at a **rate of EUR 0.30 per kilometre**, in addition to toll charges. Eligible: a return trip from the performer's place of residence to the event venue. A supporting document must be attached to the financial report (e.g. Google Map, Mappy, etc.)

4. Accommodation expenses

Accommodation expenses may be paid **in exceptional circumstances** for participants coming from abroad. The maximum amount eligible per night and per person is EUR 150, VAT included. Meal expenses and parking fees at the hotel are not eligible.

→ **Non eligible expenses:**

Meal expenses (for example restaurant bills) are not eligible. **Free catering** will be provided for all activity hosts during the event days (morning snack and lunch).

6. Financial report

A **financial report** must be submitted to the FNR after the event. We will provide you with a document to fill in. This report shall give details of the expenditure incurred by the contractor in the performance of its activity and **copies of invoices and/or supporting documents** must be attached to.

Exception: University of Luxembourg, LIST, LISER and LIH/IBBL do not need to attach copies of accounting statements to the financial report.

Note: The organisers reserve the right to carry out an audit of the beneficiaries. In this case, the performer must be able to present proof of payment to the auditors.

7. Submission Deadline and Selection of Activities

To submit your project, please use our online application system via www.researchersdays.lu
English and French versions are available.

Submission deadline: Monday 19 February 2024 – midnight (CET)

An evaluation committee at the FNR will evaluate and select from the submitted proposals. The applicants of the selected projects will be notified **by End of March 2024** at the latest.

If your proposal is selected, a contract will be signed and the FNR will pay 80% of the “Material expenses (new/rental)” item as an advance payment. The balance will be paid following reception of a detailed financial report.

😊 We are here to help you draw up your activity, so do not hesitate to contact us if you have any question or need some inspiration.

For further information on the **Researchers’ Days 2024**, please contact:

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