

Top Citizen Science (TCS) Checklist for a complete application

The complete application must be submitted in English
(DIN A4, **11 pt. font size with line spacing 1.5**) in the following composition and order:

1. Completed application form

- Brief information on the Sparkling Science main project, 2 pages (DIN A4, limit: 6000 characters including spaces)
 - Page 1: Web link to main project, project number, project content, objectives, duration, cooperation partners and funding amount
 - Page 2: Status of research work
- Brief academic description of the TCS expansion project in English, 1 page (DIN A4, limit: 3000 characters including spaces)
- Two one-page abstracts for public relations (PR) work: one in German and one in English (DIN A4, limit: 3000 characters including spaces per abstract) should contain: 1) project title, 2) content of research project, 3) hypotheses, 4) methods, including the target groups and ways for them to take part, 5) how are young people being involved? and 6) an explanation indicating what is new and/or special about the project. The language of the PR abstracts should be comprehensible to non-specialist audiences and contain as few technical/specialist terms as possible
- Original signature of the head of the applicant's organisation or the person authorized by the organisation to sign the application
- Stamp of the research institution

2. Completed budget plan

- Budget plan

3. Free-form information

- Competence profiles: No more than 3 pages per person including relevant past projects and publication list. For all persons involved in the implementation of the TCS expansion project, applicants are to provide evidence of their academic and/or communications-related qualifications with regard to TCS (CVs, publication lists, information on any previous activities in citizen science, science communication, open innovation, science education and the like).
- A detailed description of the TCS expansion project (DIN A4 with consecutive page numbers) consisting of:
 - Project description: no more than 20 DIN A4 pages including all tables and figures with no more than 9,000 words (including headings, footnotes, captions, etc.), but not including the table of contents,

outline:

1. Project content
 2. Information on interaction with citizens and planned handling of data
 3. Research team
 4. Broader effects expected
 5. Ethical issues
- Bibliography relevant to the project and a list of abbreviations (no more than 5 DIN A4 pages)

4. To submit if necessary: Form for resubmission

- Overview of all changes made to the newly submitted proposal and statement on evaluations and suggestions of the panel

5. Application format

The application must be received by the OeAD's Center for Citizen Science by **15th January 2018**, (date of postmark: 15th January 2018). The application must be submitted:

- 2 x hard copies
- 1 x electronic form on a CD or USB stick

Applications can be submitted in person from Monday to Thursday from 8:00 am – 5:00 pm and on Friday from 8:00 am – 3:00 pm (at the reception desk, 1st floor) or by post.

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