The HBP Calls for Expression of Interest for SGA3 "EBRAINS Infrastructure Training"
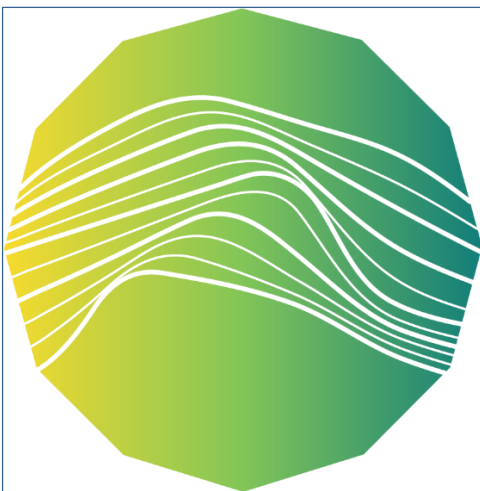
Guide for Applicants

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Abstract:	Calls for Expression of Interest for SGA3, Guide for Applicants who would like to submit a proposal to organise an EBRAINS Infrastructure Training event
Keywords:	Hands-on training, interdisciplinary, neuroscience, ICT, brain medicine
Target Users/Readers:	PIs from the scientific community, inside and outside the HBP Consortium
Call publication date:	09.06.2020
Proposal Submission Deadline:	The Call is permanently open and proposals will be evaluated as they are submitted.
Call topic	EBRAINS Infrastructure Training
Total budget/human recourses	Up to EUR 9,000 contributed by the HBP Education Programme Office and 1 person-month from HBP Education Programme Office staff, per event.
More information	training-support@humanbrainproject.eu
Proposal submission	HBP Open Call Platform

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1.   EBRAINS Infrastructure Training

EBRAINS Infrastructure training events provide hands-on training on various tools and services offered by EBRAINS. The HBP Education Programme supports training events that

- take place virtually via web conferencing software (e.g. webinars, online training)
- take place alongside the major national and international Outreach and Educational events (e.g. HBP Summits, EP EBRAINS Workshops, large National Engagement events)
- take place alongside external research and scientific events (e.g. as a satellite workshop at a conference)
- are established EBRAINS training events, e.g. CodeJams, Hackathons, tool and service trainings, etc.

EBRAINS Infrastructure training events target the following groups (regardless of affiliation with the HBP or not):

- Early-career researchers
- Participants who are interested in learning about different EBRAINS offers (e.g. developers, senior scientists, data analysts)

1.1   Administrative support offered by the HBP Education Programme Office

Support requirements vary from event to event. The below list provides an overview for applicants about administrative and financial support offered by the HBP Education Programme Office. While not all items from this list have to be requested by the applicant, some support offers by the Education Programme Office (EPO) may be subject to availability. Support details will be agreed upon during a first meeting between both parties.

- Outreach and promotion of event (newsletter, social media, event calendars)[*]
- General advice about event organisation (planning, lessons learnt, important details)
- Preparation of event materials (e.g. design of event announcement and on-site programme)[*]
- Handling of registration[*] and collection of tuition fees (if required)
- Management of financial support (handling of refunds of travel costs)
- On-site administrative support (if required)
- On-site media support (photographing, video recording if required)
- Post-processing of event (photo and video editing, workshop survey)
- Event report

Effort: 1 person-month provided by the HBP Education Programme

Budget: Up to EUR 9,000 to cover costs that occur in the context of the event

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[*] If only one of these support offers are requested, it is not necessary to submit a full proposal.

1.2 Financial support offered by the HBP Education Programme Office

The HBP Education Programme Office can contribute up to EUR 9,000 per event (depending on duration, location and size of the event), while the remaining amount can be covered by participant tuition fees, if the applicant would decide to charge fees.

Financial support provided by the EPO can cover the costs for the Training venue, catering, on-site material, as well as accommodation and travel for a certain number of speakers, or, alternatively, certain costs incurred through webinar licences or alike.

The following example (Table 1) gives an overview of the costs that should be considered when planning an EBRAINS Infrastructure Training event. The estimates are based on a 3-day Training, with a total of 10 speakers/faculty (9 from Europe, 1 from overseas) and 40 participants.

Table 1: Budget example:

Cost category	Cost explanation	Sum
Speaker travel	EUR 450 per speaker per roundtrip within Europe EUR 1,200	EUR 5,250
Speaker accommodation	EUR 100 per night	EUR 4,000
Catering	EUR 100 per participant	EUR 5,000
Venue	EUR 600 room rent per day	EUR 1,800
Total costs		EUR 16,050
HBP Education Programme Office contribution		EUR 9,000
Tuition fees	Approximately EUR 177 per participant	EUR 7,050
Total revenue		EUR 16,050

The costs may vary (depending on the event location, venue, number and travel expenses of speakers, etc.) and will be finalised during a first meeting with the applicant, when all details for support by the Education Programme Office are defined. If an applicant foresees more speakers/faculty, they are asked to cover the costs from their own budget or speakers may cover the expenses themselves as a contribution to education in the HBP (if they work within the HBP).

1.3 Duration and dates

EBRAINS Infrastructure training events can be of different duration (usually between 1-3 days). The programme schedule should comprise at least 1 half-day.

Applicants are welcome to suggest dates for an EBRAINS Infrastructure Training event.

In case suggested dates overlap with other HBP events, alternative dates can be proposed by the HBP Education Programme Office.

1.4 Scientific Chair and composition of faculty

Applicants for EBRAINS Infrastructure Training support may be affiliated with the Human Brain Project, but can also be Project externals. The Scientific Chair and speakers/faculty, however, should come from within the HBP as they are qualified to train participants on tools and services developed within the Project. As an example, the applicant can be a non-HBP event owner or local

host providing the venue for a Training, while the Scientific Chair from within the HBP is responsible for the contents of the Training.

The inclusion of men and women in the list of speakers is required, gender balance should be aimed for. A single-gender faculty will not be considered by the Education Programme Committee, unless the proposers can justify the need for a single-gender faculty. A justification should also be provided if gender balance cannot be achieved.

1.5   Participants

EBRAINS Infrastructure Training events will be open to participants from within as well as outside the HBP. The target audience can be:

- Early-career researchers

- Participants who are interested in learning about different EBRAINS offers (e.g. developers, senior scientists, data analysts)

Generally, a minimum of 30 attendees should be expected for an EBRAINS Infrastructure Training event. There is no limitation of the maximum number of participants and will depend on the Training's programme, capacity of tutors and the venue/web conferencing software. Gender balance must be considered when selecting participants.

1.6   Tasks of Applicant

- Selection of dates and venue/web conferencing software

- Set-up of programme schedule and faculty (if applicant is not Scientific Chair, collaboration between both is required)

- Communication with speakers regarding scientific programme

- Logistics

1.7   Timeline of event planning and organisation

The following example gives an overview of the timeline that should be considered when planning an EBRAINS Infrastructure Training event. The event planning timeline depends on the extent of the event (setting, size, duration, etc.) and can be discussed beforehand together with the Education Programme Office. The EPO reserves the right to reject proposals with a too short timeline leading up to the event.

- 4 months before event: Submit proposal

- 3 months before the event: First VC between Scientific Chair and HBP Education Programme Office to agree on support details (see 1.5). Both parties sign a Memorandum of Understanding (MoU).

- 3 months before the event: First round of event announcements. Registration opens.

- 2 months before the event: Organisation of catering and remaining logistics can be finalised.

- Regular announcements and regular updates with the Scientific Chair

- 2 weeks before the event: Application closes.

1.8   Selection of proposal

The proposals will be reviewed by the HBP Education Programme Office as well as the HBP Education Programme Committee. Incomplete proposals will not be considered.

2. Template

All proposals must use the specific template for this SGA3 Call.