The HBP Calls for Expression of Interest for SGA3

“EBRAINS Workshops”

Proposal Template

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| --- |
| **Ein Bild, das Lampe, Licht enthält.  Automatisch generierte Beschreibung** |



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| Document Title: | The HBP Call for Expression of Interest for EBRAINS Workshops– Proposal Template |
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| Abstract: | Calls for Expression of Interest for SGA3, Proposal Template to submit a proposal to organise an EBRAINS Workshop in SGA3 |
| Keywords: | EBRAINS Workshop, research infrastructure, tutorial,  |
| Target Users/Readers: | PIs from the scientific community, both inside and outside the HBP Consortium |
| Call publication date: | 1 October 2020 |
| Proposal Submission Deadline: | This Call is permanently open. Proposals will be evaluated after specific cut-off dates. The upcoming cut-off dates can be found on the call’s website. |
| Call topic | EBRAINS Workshops  |
| Total budget/human recourses | Total budget for one EBRAINS Workshop: EUR 22,000 and 3-4 person-months provided by the HBP Education Programme Office |
| More information | workshop.edu@humanbrainproject.eu |
| Proposal submission | [HBP Open Call Platform](https://opencalls.humanbrainproject.eu/all_calls) |

Instructions:

This template is for proposals made in response to the HBP CEoI for SGA3 “EBRAINS Workshops”.

This form must be submitted electronically as a single PDF file in English to the [HBP open call platform](https://opencalls.humanbrainproject.eu/all_calls).

Instructions (in red) should be deleted.

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# Proposal information

Proposal name: 80 characters maximum, spaces included. Do not use abbreviations or Greek characters

Proposal acronym:

# Date

Provide two preferences for the date of the event.

Preferred date:

Alternative date (in case of clashing events)

# Abstract

1,000 characters maximum, spaces included. Do not use abbreviations or Greek characters.

# Objectives and character

3,000 characters maximum

* What are the objectives of the event and learning outcomes for participants?
* How does the event contribute to increasing the number of EBRAINS Infrastructure users from specific audiences?

# Type of event

Indicate which of the following applies to your proposed event:

1. EBRAINS Workshop taking place on-site
2. EBRAINS Workshop taking place on-site and virtually (hybrid event)
3. EBRAINS Workshop taking place virtually

3,000 characters maximum

If type 3 “EBRAINS Workshop taking place virtually” is selected, clarify why this event is expected to hold similar educational value and impact, compared to its on-site alternative.

# EBRAINS areas

Indicate which of the following EBRAINS areas are showcased by the proposed EBRAINS Workshop.

* Data and knowledge: <https://ebrains.eu/services/data-knowledge>
* Brain atlases: <https://ebrains.eu/services/atlases>
* Brain modelling and simulation: <https://ebrains.eu/services/simulation>
* Neurorobotics: <https://ebrains.eu/services/ai-and-robotics/neurorobotics>
* Massive computing: <https://www.humanbrainproject.eu/en/massive-computing/>
* Neuromorphic computing: <https://www.humanbrainproject.eu/en/silicon-brains/>
* Medical informatics: <https://mip.ebrains.eu/>

# HBP Outcomes & measures for take-up

Applicants have to outline in detail how the proposed EBRAINS Workshop relates to selected take-up measures for the achievement of one or more of the HBP SGA3 Outcomes.

To do so, select the Outcome(s) and related Measure(s) for take-up to which your proposal is related **from Annex 1 of the Guide for Applicants**. Enter the numbers of the selected Outcome(s) and Measure(s) in the table below and add a justification how the proposed event relates to the selection. The entries in the table below are an example.

Table 1: Selected Outcomes and measures for take-up

|  |  |  |
| --- | --- | --- |
| **Outcome** | **Measures** | **Justification** |
| OC3 [Example] | M3.1 [Example] | [Outline how the proposed event relates to the selected measures and thereby helps to achieve the selected outcome] 300 characters minimum |
| OC3[Example] | M3.2 [Example] | [Outline how the proposed event relates to the selected measures and thereby helps to achieve the selected outcome] 300 characters minimum |
| … | … | … |

# Information on Local Host, Scientific Chair & administrative contact person

Insert name, affiliation and contact details of the Local Host, Scientific Chair, as well as the administrative contact person for the event. Interested applicants are encouraged to get in touch with the HBP Education Programme during the application stage.

* **Note:** The local host and the scientific chair can be the same person. If this is the case, please note accordingly in the proposal template.
* **Note**: The Local Host is the applicant and responsible for submitting the proposal. They will be the contact person for the HBP Education Programme Office.
* **Note**: The Scientific chair will be the contact person for the HBP Education Programme Office regarding the scientific programme schedule and speaker invitation
* **Note**: The administrative contact will be the contact person for the HBP Education Programme Office regarding logistics and questions during the planning of the event. Administrative contact persons can be administrative assistants, students, post-docs, as well as the local host.

Table 2: Local host (Applicant)

|  |
| --- |
| Local Host (=Applicant) |
| Last name |  |
| First name |  |
| Gender | 🞏 male 🞏 female 🞏 other |
| Title (Dr, Prof) |  |
| Organisation type  | * HBP Partner University
* HBP Partnering Project
* Non-HBP University
* Other organisation/company
 |
| Affiliation (university/company) |  |
| Country |  |
| E-mail address (mandatory) |  |

Table 3: Scientific chair

|  |
| --- |
| Scientific Chair (if not applicant) |
| Last name |  |
| First name |  |
| Gender | 🞏 male 🞏 female 🞏 other |
| Title (Dr, Prof) |  |
| Organisation type  | * HBP Partner University
* HBP Partnering Project
* Non-HBP University
* Other organisation/company
 |
| Affiliation (university/company) |  |
| Country |  |
| E-mail address (mandatory) |  |

Table 4: Administrative contact person

|  |
| --- |
| Administrative contact person |
| Last name |  |
| First name |  |
| Gender | 🞏 male 🞏 female 🞏 other |
| Title (if applicable) |  |
| Profession  |  |
| Organisation type  | * HBP Partner University
* HBP Partnering Project
* Non-HBP University
* Other organisation/company
 |
| Affiliation (university/company) |  |
| Country |  |
| E-mail address (mandatory) |  |

# Venue

2,000 characters maximum

Description of the venue, room availability and room equipment

# Target audiences

3,000 characters maximum

Describe the expected number of participants as well as the expected target groups (e.g. from which research fields do you expect participants?). Describe how it is intended to attract the expected number of participants. If the expected number of participants is smaller than outlined in the Guide for Applicants, please provide arguments for lower expected participation.

If the event is suggested to be fully virtual, explain how you will assure sufficient audience engagement (e.g. interactivity of the sessions, etc.).

# Detailed programme draft schedule

In this section, a programme draft must be outlined. The draft programme schedule should include

* Tentative title/topic of plenary sessions and already confirmed workshop modules
* Placeholders for open workshop module, if applicable
* Short description of sessions and modules
* Format (e.g. lecture, hands-on session, tutorial, discussion, etc.) and duration
* Confirmed speaker(s) to cover the sessions
* Location: is the session planned to be held virtually or on-site?

The following table can be used for drafting a programme schedule. The descriptions are only an example:

Table 5: Programme draft schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Module time & duration | Session Type | Chair | Title | Format  | Description | Name(s) of speaker(s) | Location |
| Day 1 |
| 9:00 -11:00 | Plenary Session 1  | Chair a | Introduction to EBRAINS Data Sharing Services | Lectures | Introduction to data curation, HLST, EBRAINS data sharing services  | Speaker 1Speaker 2 | virtual |
| 11:00-11:30 | Coffee break / Registration for workshop modules |
| 11:30 – 17:00 | Parallel Workshop Module 1 | Chair b | EBRAINS Data Curation | TrainingQ&A Session | … | Speaker 3Tutor 1Tutor 2 | On-site |
| 11:30 – 17:00 | Parallel Workshop Module 2 | Chair c | EBRAINS Modelling Services | Challenge | Participants will work on sample data sets together with tutors | Tutor 1Tutor 2 | On-site |
| 11:30 – 17:00 | Parallel Workshop Module 3 | Chair d | Innovation workshop | Flash presentationsGroup work | How to turn your research idea into a product? | Speaker 1Speaker 2 | Virtual |

# Speaker/faculty information

Provide the following information for each of the proposed speakers/faculty (do not use abbreviations or Greek characters):

Table 6: Speaker

|  |
| --- |
| Speaker 1 |
| Last name |  |
| First name |  |
| Gender | 🞏 male 🞏 female 🞏 other |
| Title (Dr, Prof) |  |
| Organisation type  | * HBP Partner University
* HBP Partnering Project
* Non-HBP University
* Other organisation/company
 |
| Affiliation (university/company) |  |
| Country |  |
| E-mail address (mandatory) |  |

*Copy the table above for each speaker (Speaker 1, Speaker 2, … etc.).*

# Estimated budget and costs applied for

Provide a cost estimation and indicate the final budget applied for.

Table 7 can be used as template for drafting a budget. Additional cost items can be listed.

Table 7: Budget

|  |  |  |
| --- | --- | --- |
| Cost category | Cost explanation | Sum |
| Speaker travel | EUR per speaker per roundtrip within Europe  |  |
| Speaker accommodation  | EUR per night |  |
| Venue cost | EUR rent per day |  |
| Material | EUR per material category (e.g. prints) |  |
| Catering | EUR cost per participant |  |
| Total costs |  |  |
| HBP Education Programme Office contribution | **Total sum of financial support applied for in the context of this proposal.** |  |
| Tuition fees | Approximately EUR per participant (if applicable) |  |
| Total revenue |  |  |

# Information on diversity aspects

3,000 characters maximum

The HBP as European Flagship project pays specific attention to the gender balance of speakers, as well as to how gender and diversity are addressed as research content (e.g. by differentiating sex of cells and tissues, age and/or social background of patients or users). Differentiating variables has been recognised to be relevant in brain research, robotics, and AI alike – from the level of stem cells to avoiding the replication of stereotypes due to the use of data without reflection.

In this section, the applicant’s considerations on how to include aspects of diversity and ethics in the event should be outlined. **Further guidance is provided in an accompanying document on the Call platform.**

# Terms and Conditions

If the proposal is selected, a Memorandum of Understanding (MoU) is signed between the applicant and the HBP Education Programme Office (and the Scientific Chair if not same person as applicant). The applicant (and Scientific Chair) commits to responsiveness during the organisation of the event. During the first planning video conference (VC), all steps for the event support will be agreed upon.

By submitting a proposal, the applicant (and Scientific Chair) agrees to these Terms and Conditions.