

The HBP Call for Expression of Interest on HBP Curriculum Workshops 2020/21

Guide for Applicants

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Abstract:	Guide for Applicants who would like to submit a proposal to organise one of the next HBP Curriculum Workshops in winter/summer 2020/21
Keywords:	HBP Curriculum, interdisciplinary, neuroscience, ICT, brain medicine
Target Users/Readers:	PIs from the scientific community, both inside and outside the HBP Consortium

Call publication date:	19 Dec 2019
Proposal Submission Deadline:	23 Mar 2020
Call topic	HBP Curriculum Workshops
Timeframe	01 Oct 2020 - 31 Jul 2021
Total budget/human resources	Total budget for one workshop: Up to EUR 7,500 (up to EUR 5,000 contributed by the HBP Education Programme Office, the remaining amount from tuition fees) and 3-4 person/months from HBP Education Programme Office staff.
More information	education@humanbrainproject.eu
Proposal submission	HBP Open Call Platform

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1. HBP Education Curriculum Workshops

The HBP Education Programme has developed a distance learning course programme, the HBP Curriculum - Interdisciplinary Brain Science. The courses aim at addressing students outside their area of specialisation (e.g. neuroscience for computer scientists). This is complemented by offering teaching in transversal competencies relevant to the Project's goals, such as research ethics, broader ethical issues raised by scientific research, IPR management or legal and organisational solutions for exploiting project results.

Each course will be completed by a short face-to-face workshop as a supplement to the respective online course. It is recommended for workshop participants to attend the online course as a basis for the workshop. The workshop can deal with a specific field of research, but should have some connection to the online courses. During the workshop, participants will have the possibility of taking an exam about the respective online content.

1.1 Main elements of the HBP Curriculum Workshops

The distance online learning course programme is held in Teaching Cycles. The workshop themes should be related to one or several of the six online courses offered by the HBP Education Programme and should discuss their contents on an advanced basic level, considering that the audience comes from different scientific backgrounds and different levels of education (Master, PhD, early post-docs). The online courses currently offered are:

- ICT for non-specialists
- Cognitive systems for non-specialists
- Brain medicine for non-specialists
- Neurobiology for non-specialists
- Research ethics & societal impact
- IPR, translation and exploitation of research

An interdisciplinary workshop theme and programme that touches multiple topics of the online courses is encouraged.

The presentation style at the workshop can be of any type, such as lectures, hands-on sessions, lab visits, HBP infrastructure training or tutorials. However, it must be ensured that at least three different formats are part of the workshop and that 30 % of the workshop sessions have an interactive character. It is further recommended to orient one workshop session towards a transdisciplinary aspect (ethics & diversity, IPR, exploitation and translation of research).

Already established or planned workshops can be combined with a Human Brain Project Curriculum Workshop, if the content is related to the subjects of the HBP Curriculum online courses.

1.2 Duration and dates

The length of HBP Education Workshops must be two to three days.

This Call is for HBP Workshops during winter term 2020/21 (October - March) and summer term 2021 (April-July). Applicants can suggest dates during this period for the workshops. However, in case suggested dates overlap with other HBP events, alternative dates will be proposed by the HBP Education Programme Office. In order to ease planning and anticipate any overlaps, applicants are asked to provide two date preferences.

1.3 Scientific Chair and composition of faculty

Speakers/faculty may come from within as well as from outside the Human Brain Project. The same applies to the Scientific Chair. Industry representatives or other stakeholders are encouraged to be part of the programme as well.

The inclusion of men and women in the list of speakers is required and a gender balance should be aimed for. A single-gender faculty will not be considered by the Programme Committee unless the proposers can provide convincing arguments why only male or only female speakers are included. An explanation should also be given if gender balance cannot be achieved.

1.4 Participants

Generally, a maximum of 30 early-career researchers per workshop is suggested. However, if there is no limitation of the number of participants due to budget or the workshop structure itself, a higher number of participants may be accepted, including also senior scientists who may have registered for the workshop.

The courses are open to the whole scientific community, regardless of affiliation with the HBP or not, but especially target the following groups:

- Master students already carrying out research
- PhD students
- Researchers who have received their doctoral degree within the past three years at the time of their application for training

1.5 Venue

The HBP Education Programme Office will identify a venue together with the Scientific Chair of the workshop. Apart from modern meeting facilities and appropriate low-budget student accommodation possibilities, the venue should offer state-of-the-art technical equipment. The venue must be located in a European country or a country associated with the EU. It needs to be accessible by public transport and accommodation must be in vicinity to the workshop venue.

1.6 Tuition fees and budget

Total budget for one workshop: Up to EUR 7,500 (up to EUR 5,000 contributed by the HBP Education Programme Office, the remaining amount from tuition fees) and 3-4 person/months from HBP Education Programme Office staff.

The budget will cover the costs for the workshop venue, catering, on-site material, as well as accommodation and travel for a certain number of speakers. The HBP Education Programme Office contributes up to EUR 5,000. For the remaining amount, registered participants are charged with a tuition fee of EUR 100.

Budget example:

The following example provides an overview of the costs that should be considered when planning an HBP Curriculum Workshop. The estimates are based on a 3-day Workshop, with a total of 30 participants and 10 speakers (7 from Europe, 3 local speakers).

• Cost category	• Cost explanation	• Sum
• Speaker travel	• EUR 500 per speaker per roundtrip within Europe	• EUR 3,500
• Speaker accommodation	• EUR 100 per night	• EUR 2,100
• Catering	• EUR 60 per participant	• EUR 2,400
• Total costs	•	• EUR 8,000
• HBP Education Programme Office contribution	•	• EUR 5,000
• Tuition fees	• EUR 100 per participant	• EUR 3,000
• Total revenue	•	• EUR 8,000

The costs may vary (depending on the event location, venue, number and travels of speakers, etc.) and will be finalised during a first meeting with the Scientific Chair when final costs and tuition fees are defined. If a Scientific Chair 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).

1.7 Administrative and financial support provided by the HBP Education Programme Office:

- Selection of dates and venue (together with Scientific Chair)
- Management of registrations
- Communication with participants
- Communication with speakers (follow-up on invitations by Scientific Chairs, logistics)
- Promotion and outreach (newsletter, social media, event calendars)
- Collection of registration fees
- Management of budget
- Management of financial student support
- Preparation of event materials (e.g. programme, badges, etc.)
- On-site administrative support
- On-site media support (photographing, video recording if required)
- Post-processing of event (photo and video editing, report, workshop survey)
- Event report

Effort: 3-4 person/months provided by the HBP Education Programme

1.8 Tasks of Scientific Chair:

- Selection of dates and venue (together with Education Programme Office)
- Set-up of programme schedule

- Speaker invitation (support by Education Programme Office; follow-up on invitations, as well as speaker administration)
- Communication with speakers regarding scientific programme
- Regular meeting attendance with HBP Education Programme Office to discuss progress of event
- On-site attendance for the full duration of the event

1.9 Timeline of event planning and organisation:

- 6 months before the event: First VC between Scientific Chair, Programme Committee and HBP Education Programme Office to initiate planning of the event. Booking of venue, confirm speakers, define final budget.
- 5 months before: event announcement with venue and date, preliminary programme and speakers. Registration opens.
- 2 months before: Organisation of catering.
- 1 month before: Registration closes (or earlier if workshop is booked out)

1.10 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 (see proposal items).

Please note that proposals need to meet the objectives of the Human Brain Project and foster the utilisation of HBP Research Infrastructure.

2. Template for HBP Education proposals

- **Title:** 80 characters maximum, spaces included. Please do not use abbreviations or Greek characters
- **Date:** Please provide two preferences for the date of the event. Speakers only need to confirm for your first preference.

Preferred date:

Alternative date (in case of clashing events):

- **Abstract:** 1,000 characters maximum, spaces included. Please do not use abbreviations or Greek characters.
- **Objectives and character:** min. 2-3 sentences per question
 - What are the learning outcomes for participants (including complementary skills)?
 - Please explain the interdisciplinary nature and interactivity of the event.
 - How are the objectives of the HBP and/or utilisation of HBP Research Infrastructure linked to the programme? How is this event contributing to increasing the number of EBRAINS infrastructure users?
- **Information on Scientific Chair & administrative contact person:** Please insert name, affiliation and contact details of the Scientific Chair, as well as the administrative contact person for the event
 - **Note:** The Scientific Chair is responsible for submitting the proposal. They 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 Scientific Chair.

Scientific Chair	
Last name	
First name	
Gender	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other
Title (Dr, Prof)	
Please indicate	<ul style="list-style-type: none"> • HBP Partner University • HBP Partnering Project • Non-HBP University • Other organisation/company
University/company	
E-mail address (mandatory)	

Administrative contact person	
Last name	
First name	
Gender	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other
Title (if applicable)	
Profession	
Please indicate	<ul style="list-style-type: none"> • HBP Partner University • HBP Partnering Project • Non-HBP University • Other organisation/company
University/company	
E-mail address (mandatory)	

- **Detailed programme draft schedule:**

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

- Tentative title/topic
- Short description
- Format (e.g. lecture, hands-on session, tutorial, discussion, etc.) and duration
- Confirmed speaker(s) to cover the sessions

It is recommended that lectures have a maximum length of one hour, followed by a discussion of a maximum of 30 minutes.

The draft schedule should be followed by a short description on how sessions relate to each other and follow a common thread.

The following table can be used as an example for drafting a programme schedule:

	Session title	Session format and duration	Description	Name(s) of speaker(s)
Session 1	The Human Brain Project at the half-way point	Lecture 30 minutes, Q&A 10 minutes	Introduction and overview of the HBP, its objectives, project structure, results and outlook for the remainder of the project's funding periods.	Alois SARIA
Session 2

- **Speaker/faculty information:** Please provide the following information for each of the proposed speakers/faculty (Please do not use abbreviations or Greek characters):

Speaker 1	
Last name	
First name	
Gender	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other
Title (Dr, Prof)	
Please indicate	<ul style="list-style-type: none"> • HBP Partner University • HBP Partnering Project • Non-HBP University • Other organisation/company
University/company	
E-mail address (mandatory)	

Please copy the table above for each speaker.

- **Information on diversity aspects:** min. 2-3 sentences

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 submitters' considerations on how to include aspects of diversity and ethics in the event should be outlined.

3. Terms and Conditions

If the proposal is selected, a Memorandum of Understanding (MoU) is signed between the Scientific Chair and the HBP Education Programme Office. The Scientific Chair commits to responsiveness during the organisation of the event. During the first planning video conference (VC), all steps for the organisation of the event will be agreed upon.

☐ I agree to the terms and conditions stated above.