

Pathways Communication Grant Rules of Participation

DEFINITIONS

FUTURE EARTH SECRETARIAT (which its French Hub is hosted by **CNRS**) acts as the Programme Office for the Pathways Communication Grant.

BENEFICIARY

The Beneficiary is the public or non-for-profit legal entity receiving funding for a Project selected as a result of the Pathways Communication Grant Call for Proposals.

PROJECT

This is the proposal submitted by a Scientific Leader and selected for funding under the Call For Proposals. The language of response is English.

SCIENTIFIC LEADER

This is the individual responsible for the submission of a proposal and in case of success, for the realization of the Project within a Beneficiary or/and partner institution. The Scientific Leader shall be affiliated with the university or research institution with legal personality acting as the Beneficiary.

A proposal is submitted by a Scientific Leader. When a proposal is selected for funding, the Beneficiary shall acknowledge the Pathways Communication Grant Rules of Participation and accepts to be bound by its terms for the execution of the selected Project by signing the Letter of Commitment (Template available in Appendix 3)

Scientific Leaders must therefore ensure that their institution has acknowledged the Pathways Communication Grant Rules of Participation and accept to be bound by its terms, before submitting the proposal by providing the Letter of intent duly signed by the Beneficiary (Template available in Appendix 2).

ELIGIBLE COSTS

Only the costs of the development of the communication product are covered by the grant.

The following costs may be claimed: layout, graphic design, video design and production (including equipment rental or travel and subsistence for video shooting), writing and editorial support, communication consultancy to help shape narratives and translate complex knowledge into clear and targeted material for non-expert audiences.

The following costs **cannot** be claimed: fee for publication and open access costs; salary in connection with the development of the research outcomes highlighted in the communication products; translation and linguistic revision; costs of printing copies.

Beneficiaries are allowed to include up to 12% indirect cost recovery on total direct costs per contract.

Beneficiaries must select service providers according to their applicable law and internal regulations.

To be eligible for funding, expenses must:

- Comply with applicable law and internal rules of the Beneficiary;
- Be directly linked to the Project;
- Be carried out between the date of notification of funding by CNRS and the end of the Project;
- Be proportionate to their actual use for the needs of the Project;
- Correspond to services for which a fee was charged and which can be traced in the accounts;
- Not conflict with other provisions applicable to the eligibility of costs.

TERMS AND PAYMENT SCHEDULE

Once all necessary documentation has been received, funding will be paid to the Beneficiary within 4 months. ***However, please note that transfers to countries outside of Europe may take longer due to administrative constraints.***

INTELLECTUAL PROPERTY RIGHTS

A copy of the published work must be sent to the Future Earth Secretariat on completion and within one month following the end of the Project. The published work will be advertised and, as far as possible downloadable, on the Future Earth website. Future Earth must be acknowledged within the published work through the following mention: “this (*name of the product*) received financial support from the Future Earth Pathways Initiative”.

Where the published work is protectable by Copyright, the Beneficiary shall grant Future Earth Secretariat, free of charge the right to diffuse the published work on the Future Earth website or any other Future Earth communication media under the following Creative Common License:



Attribution-NonCommercial-NoDerivs

CC BY-NC-ND

The use of the logo of the CNRS or Future Earth by the Beneficiary is subject to, respectively CNRS and Future Earth Secretariat approval. The use of Beneficiary Logo by CNRS or the Future Earth Secretariat is subject to Beneficiary prior approval.

FINAL STATEMENT OF EXPENDITURES

A final statement of expenditures summarizing all eligible costs/expenditures of the Beneficiary made for the Project over its total duration shall be sent by the Beneficiary to the Future Earth Secretariat using the Template provided in Appendix 1.

The final statement of expenditure shall be drawn up on the Beneficiary's letterhead, signed by its legal representative and sent to the Future Earth Secretariat within 3 months after the end date of the Project. It is certified accurate by the Beneficiary's accountant.

The certification by the auditor, a chartered accountant if the Beneficiary has one, or any other control body if necessary may be required upon request by the Future Earth Secretariat.

The final statement shall relate to the paid invoices.

The services to which they relate must have been carried out before the end date of the Project (service done).

Additional documents may be requested by the Future Earth Secretariat

The supporting documents must be kept by the Beneficiary for five years after the end of the Project.

These elements may be controlled by the Future Earth Secretariat

Return of Funds

The Beneficiary undertakes to return all or part of the funding to CNRS within 30 days of receiving Future Earth Secretariat's request for restitution if the amount of the statement of expenditures validated by the Future Earth Secretariat is less than the amount paid, either because the Beneficiary has not consumed all the funds paid, or because the Future Earth Secretariat has considered some expenses as ineligible.

Appendix 1 - Final Statement of Expenditures (Template)

Final statement of expenditures

Name of beneficiary	
Date	

Income received from CNRS	Euros	Other currency
CNRS notification of funding number XXX		

Expenses incurred (service done)	Euros	Other currency
Consumables (details)		
Subcontracting (details)		
Travels costs (details)		
Other (details)		
Overheads (max 12%)		
Total Expenses		

Beneficiary's Legal Representative Beneficiary's Accountant

Date

Name

Signature & Stamp

Appendix 2 - Letter of Intent

Considering the project application (*title of the project*) submitted in the framework of the Pathways Communication Grant Call for Proposals (closing date: 31/10/2023); Considering the Rules of Participation in the Pathways Communication Grant Call for Proposals;

The Beneficiary institution represented by (*Beneficiary legal representative name, position and contact details*) acknowledges the Rules of Participation in the Pathways Communication Grant Call for Proposals and undertakes to accept the financing of xxxx,xx € HT granted by the CNRS on behalf of the Future Earth Secretariat for the realization of the project (*title of the project*) if the project is selected.

Title of the Project

Beneficiary	Name of the Scientific Leader	Requested Grant	Project Duration

Beneficiary's legal representative

Date

Name

Signature

Stamp

Appendix 3 - Letter of Commitment

Considering the project application (*title of the project*) submitted in the framework of the Pathways Communication Grant Call for Proposals (closing date: 31/10/2023);

Considering the decision of the Selection Committee of xx/xx/xxxx establishing the list of projects financed within the framework of the Call for Proposals;

Considering the Rules of Participation in the Pathways Communication Grant Call for Proposals;

The Beneficiary institution represented by (*Beneficiary legal representative name, position and contact details*) accepts the financing of xxxx,xx € HT granted by the CNRS on behalf of the Future Earth Secretariat for the realization of the project (*title of the project*).

Title of the Project

Beneficiary	Scientific Leader	Requested Grant	Accepted Grant	Starting date & Project Duration

The Beneficiary acknowledges the Pathways Communication Grant Rules of Participation and accepts to be bound by its terms for the execution of (*title of the project*).

In accordance with the rules defined in the Rules of Participation in the Pathways Communication Grant Call for Proposals, the Beneficiary undertakes in particular to:

- Carry out the Project as described in the application submitted to the call closed on 31/10/2023
- Use the funds allocated solely for the implementation of the selected project and to provide all the required documents
- Send to isabella.pellegrino@futureearth.org a document edited by your bank mentioning the account details (name + bank address / iban / swift) and the Beneficiary Information Form duly completed, as soon as the selection of the project is confirmed.
- Acknowledge the financial support of Future Earth in communications and publications related to the project. Communications and publications related to the project must include the following mention: "this (*name of the product*) received financial support from the Future Earth Pathways Initiative".
- Provide the Future Earth Secretariat with a copy of the published work on completion and within one month following the end of the Project.

- Where the published work is protectable by Copyright, to grant Future Earth Secretariat, free of charge the right to use it for Future Earth communication purpose under CC BY-NC-ND license.

The Beneficiary will receive the grant according to the accepted amount approved by the Future Earth Secretariat, subject to the receipt of the signed Letter of Commitment. After receipt and validation of the Letter of Commitment, a notification for funding will be sent to the Beneficiary.

All documents must be returned to the following address:

Sorbonne Université
Future Earth (boîte 241)
4 place Jussieu
75005 Paris

Email: isabella.pellegrino@futureearth.org

Beneficiary's legal

representative Date

Name

Signature

Stamp