

# KNOWLEDGE HUB EXPRESSION OF INTEREST TEMPLATE

*This template is an indicative model of Expression of Interest to take part in the 2023 Water4All Knowledge Hub. The Expression of Interest has to be submitted online via the online submission tool: Electronic Proposal Submission System (EPSS). The format of this proposal application form will be adapted to fit the EPSS.*

**General guidance for all applicants:**

- The proposal must be written in English;
- The different sections of the application should not exceed the prescribed maximum space;
- Please consider the national/regional regulations of your FPO to verify that you are eligible for funding of the Knowledge Hub activities.
- The applicant should refer to the Annex C “Terms of reference of the Water4All Knowledge hub” for further information on the implementation of the 2023 Water4All Knowledge Hub.
- Application to participate in the KH should be made after discussion with the project coordinator who assigns the consortium partner under the EPSS.

**Expression of Interest to take part in the 2023 Water4All Knowledge Hub**

**1. Administrative details**

**Participant data**

Project short name/acronym*	automatically from EPSS		
Legal full name of the research organisation / Company		Short name (acronym) of the research organisation/Company	
Family name		First name	
Title		Gender	
Phone		E-mail	
ORCID id. (optional)		Nationality	
Career Stage <sup>1</sup> (optional)	<i>To be chosen among:</i> Category A: Top grade researcher Category B: Senior researcher Category C: Recognised researcher Category D: First stage researcher		
Web site			

<sup>1</sup> Choose one of the following 4 options:

- Category A: the single highest grade/post at which research is normally conducted. (Example: “director of research”)
- Category B: Researchers working in positions not as senior as top position (A) but more senior than newly qualified doctoral graduates (Example: “senior researcher”).
- Category C: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. (Examples: “researcher”, “investigator” or “post-doctoral fellow”).
- Category D: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. (Examples: “Ph.D. students” or “junior researchers” without a Ph.D).

These categories are defined in Frascati manual from OECD <https://www.oecd.org/sti/inno/frascati-manual.htm> (page 249)

Participant Identification Code (PIC) of the organisation <sup>2</sup>				Status: Private or Public?	Choose between: Private Public
Participant Organisation Type	Choose between: HES, REC, PRC, PUB, OTH <sup>3</sup>	Small or Medium-sized Enterprise (SME status):	Choose between: YES, NO	Statistical Classification of Economic Activities (NACE) <sup>4</sup> :	
Registered Office address of the research organisation / company					
Street name and number					
PO Box		Postal Code		Cedex	
Town			Town		
Division / Department / Unit or Laboratory					
Street name and number					
PO Box		Postal code		Cedex	
Town			Country		
Employment status information	Choose between: On permanent position On fixed-term position				
	If on fixed term position:				
	- Duration of contract:				
	- Employer Name:				

## 2. Expressions of Interest

The applicant can express interest for only one of the following roles: expert group member, scientific coordinator or facilitator. The two scientific coordinators and the facilitator will be selected among the applicants who showed interest by the Knowledge Hub Steering Committee. Applicants not selected for the roles of scientific coordinators and facilitator will take on the role of the Expert Group member.

<sup>2</sup> 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes / procurements. If needed, one can apply for a temporary PIC on: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>. A search tool for organisations and their PICs is available on <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>. We suggest validating the PICs via the public available Partner Search – Organisation Profile service. This allows use to fill out some requested data inputs automatically, which is less error-prone and provides much better user experience.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/apis>

<sup>3</sup> Secondary and higher education establishments (HES); Research organisations (excluding education) (REC); Private for-profit companies (PRC); Public bodies (excluding research and education) (PUB); Other entities (OTH).

<sup>4</sup> The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at Eurostat website <https://ec.europa.eu/eurostat/web/nace-rev2> and the classification can be downloaded at [https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_CLS\\_DLD&StrNom=NACE\\_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#](https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_REV2&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR#)

Please consider the national/regional regulations to verify which roles are supported by your FPO.

### Role of the Expert Group Member:

The duties of the Knowledge Hub Expert Group are to:

- Prepare the Knowledge Hub Implementation Plan and realize the activities and outputs described therein;
  - Actively contribute to the Knowledge Hub activities, including attendance at planned and ad-hoc meetings;
  - Actively disseminate the activities of the Knowledge Hub via various channels and networks.
- Domain of expertise:

*Please describe your domain of expertise and to which of the topics of the Call it relates most.*

*Maximum 200 words*

- Previous experience (if any) and interest in science to policy interface:

*Short answer of maximum 200 words*

### Role of Scientific Coordinator:

The Knowledge Hub Expert Group is co-chaired by two Scientific Coordinators who are selected by the Steering Committee among the applicants for the position through the JTC. Applicants not selected for the Coordinator's role will take on the role of the Expert Group member.

The duties of the Knowledge Hub Scientific Coordinators are to:

- Ensure the scientific coordination of the Knowledge Hub activities;
  - Lead the work in developing the Knowledge Hub Implementation Plan;
  - Lead the work in developing the proposed Knowledge Hub outputs;
  - If requested, support additional foresight exercises carried out by the Water4All.
- Domain of expertise:

*Please describe your domain of expertise and to which of the topics of the Call it relates most.*

*Maximum 200 words*

- Previous experience (if any) and interest in science to policy interface:

*Short answer of maximum 200 words*

### Role of Facilitator:

The Knowledge Hub activities will be supported by a Knowledge Hub Facilitator who has subtle expertise and competence in knowledge brokerage and communication activities. Facilitator is selected by the Steering Committee among the applicants for the position through the JTC. Applicants not selected for the Coordinator's role will take on the role of the Expert Group member.

The duties of the Knowledge Hub Facilitator include:

- Closely work with Knowledge Hub Scientific Coordinators and Steering Committee Chairs to make sure that the planned activities and outputs are delivered on time;
- Support the preparation of the Implementation plan;
- Create a communication plan and dissemination strategy, and identify key target groups for outreach activities;

- Coordinate meeting preparations (agenda, documentation, minutes);
  - Facilitate communication within the Knowledge Hub Expert Group and with the Steering Committee.
- Domain of expertise:

Please describe your domain of expertise and to which of the topics of the Call it relates most.

Maximum 200 words

- Previous experience (if any) and interest in science to policy interface:

Short answer of maximum 200 words

### 3. Financial data

**PLEASE CONSIDER THE NATIONAL/REGIONAL REGULATIONS OF YOUR FPO TO VERIFY WHETHER YOU SHOULD DECLARE THE COSTS EITHER AS EMBEDDED IN YOUR PROJECT’S GENERAL BUDGET OR IN THE FOLLOWING SECTION.**

The column Funding requested should include all the costs requested to your Funding Organisation.

The column Total costs comprise all the costs related to your participation to the Knowledge Hub activities.

Please consult your National regulations to check which costs are covered by your FPO.

The column Own funding will be filled in automatically by Online Submission Tool, it includes all the expenses which are not covered by the Funding organisation (either because the funding level is lower than 100% and/or some expenses are not eligible for funding and/or are provided in-kind). The Own funding is equal to the difference between the Total cost and the Funding request.

For questions, please contact your Funding organisation Contact Point.

#### ROLE OF MEMBER OF THE EXPERT GROUP

items	Total cost (in Euro including VAT) depending on national rules)	Funding requested (in Euro, including VAT depending on national rules) <sup>5</sup>	Own funding (equal to the difference between total cost and funding requested)
Personnel			<i>Calculated by Online Submission Tool</i>
Travel			<i>Calculated by Online Submission Tool</i>
Total	<i>Calculated by Online Submission Tool</i>	<i>Calculated by Online Submission Tool</i>	<i>Calculated by Online Submission Tool</i>

#### ROLE OF SCIENTIFIC COORDINATOR

items	Total cost (in Euro including VAT) depending on national rules)	Funding requested (in Euro, including VAT depending on national rules) <sup>6</sup>	Own funding (equal to the difference between total cost and funding requested)
Personnel			<i>Calculated by Online Submission Tool</i>

<sup>5</sup> Please make sure that VAT is eligible according to national/regional legal framework and Funding Organisations’ rules. If not, please do not include VAT.

<sup>6</sup> Please make sure that VAT is eligible according to national/regional legal framework and Funding Organisations’ rules. If not, please do not include VAT.

Travel			<i>Calculated by Online Submission Tool</i>
Total	<i>Calculated by Online Submission Tool</i>	<i>Calculated by Online Submission Tool</i>	<i>Calculated by Online Submission Tool</i>

**ROLE OF FACILITATOR**

items	Total cost (in Euro including VAT) depending on national rules)	Funding requested (in Euro, including VAT depending on national rules) <sup>7</sup>	Own funding (equal to the difference between total cost and funding requested)
Personnel			<i>Calculated by Online Submission Tool</i>
Subcontracting <sup>8</sup>			<i>Calculated by Online Submission Tool</i>
Travel			<i>Calculated by Online Submission Tool</i>
Total	<i>Calculated by Online Submission Tool</i>	<i>Calculated by Online Submission Tool</i>	<i>Calculated by Online Submission Tool</i>

**4. CV**

NB: This part will have to be filled in directly in the EPSS, using the CV template below.

<b>Participation status:</b> <Project Coordinator or principal investigator of a participant>
<b>Name:</b>
<b>Nationality:</b>
<b>Institution, City, Country:</b>
<b>E-mail:</b>
<b>URL / website</b> (including complete list of publications if any):
<b>Professional status:</b> <Professor, Assistant professor, Associate professor, Senior scientist, Post-Doc, PhD-student, Other>
<b>Education:</b> <Year; type of education; organisation; country > <Year; type of education; organisation; country > ...
<b>Positions:</b> <Year; Position; organisation; country > <Year; Position; organisation; country > ...

<sup>7</sup> Please make sure that VAT is eligible according to national/regional legal framework and Funding Organisations’ rules. If not, please do not include VAT.

<sup>8</sup> Indicate here the total budget and requested budget for your subcontracted Partners and/or any other subcontracting costs.

**Awards received / other responsibilities** (max 1,000 characters including spaces):

**General expertise and its relevance for the project** (max 1,000 characters including spaces):

**Up to 5 most important achievements, publications, IP (e.g. patents) relevant to the proposal over 2017-2022, if any:**

<...>

<...>

<...>

<...>

<...>